

JOB TITLE: Project Coordinator

ENG/8-432

DEPARTMENT: Engineering, Fayette County

JOB SUMMARY: This position is responsible for performing administrative and technical duties to support the management and delivery of various County projects, including transportation, recreation, storm water, building & grounds, etc.

Occasionally, on select projects this position will be the Project Manager and fully responsible for project delivery per approved scope, schedule and budget. On most projects, however, this position will provide support to a designated Project Manager and others on the delivery team.

MAJOR DUTIES:

- Oversee and assist with the delivery of multiple County projects.
- Establish tasks and milestones for projects and track progress against schedules.
- Identify and track project budgets and expenditures. Verify payment requests and ensure coding for expenditures are correct.
- Maintain project files, including the preparation and filing of meeting minutes, communication logs, photographs, drawings, engineering reports, invoices, etc.
- Work with the Project Sponsors/Managers to assure compliance with federal, state, and local requirements.
- Provide written and verbal updates for County Administration and the public.
- Communicate with property owners, consultants, contractors, the Georgia Department of Transportation, State agencies, etc.
- Assist with the preparation of invitation to bids, requests for proposals, project estimates, requisitions/purchase orders, project specifications, and associated contract documents.
- Investigate and respond to questions and complaints related to the Public Works Department.
- Prepare maps, drawings, graphics and similar documents for public viewing.
- Perform other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Skill in operating a personal computer and using the Microsoft Office suite of software (e.g., Word, Excel, Outlook, and PowerPoint).
- Skill in budget preparation and management, and ability to learn/use supporting software programs (e.g., MUNIS and PubWorks).
- Skill in maintaining project files.

EXEMPT

- Skill in oral and written communication, particularly technical writing.
- Skill in preparing and making presentations.
- Skill in problem solving and decision making.
- Existing knowledge or ability to learn Geographic Information Systems (ESRI ArcGIS) for purpose of conducting data queries and developing maps.

In addition to the above skills, the following knowledge and experience are desired but not required for the position:

- Basic knowledge of surveying, engineering and construction principles and practices associated with the implementation of transportation and other Public Works projects.
- Basic knowledge of federal, state, and local laws related to building construction, transportation, and environmental issues.
- Basic knowledge of transportation planning and project delivery.
- Skill in reading construction drawings and specifications.
- Experience with computer-aided design and drafting (CADD), scheduling, and photo-editing software.
- Geographic knowledge of Fayette County.
- Experience working with government agencies.

SUPERVISORY CONTROLS: Work shall be assigned to the Project Coordinator by the Director of Public Works and the Director of Building & Grounds.

Expectations shall be clearly established for each project, but day-to-day instruction and guidance will be general and broad. The Position will be responsible for establishing priorities, setting internal deadlines, and allocating his or her time during the week. Work shall only be spot-checked by supervisors for completeness, accuracy, and compliance with standards and policies, etc.

GUIDELINES: Guidelines include basic project management principles, county codes, engineering standards, building codes, other relevant federal, state, and local laws, and government and department policies and procedures. These guidelines are generally clear and specific but may require interpretation in application.

COMPLEXITY: The work consists of varied administrative and technical duties. The large number and wide range of projects, aggressive schedule, and limited resources contribute to the complexity of this position.

SCOPE AND EFFECT: The purpose of this position is to help deliver County projects on schedule, within budget, and in a manner that satisfies the project's original purpose and need.

EXEMPT

Successful performance increases public confidence in the local government and promotes healthy growth and positive development for the region.

PERSONAL CONTACTS: Contacts are typically with other county employees and administration, engineers/consultants, state agencies, property owners, attorneys, contractors, architects, representatives of other service or product providers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts heavy objects and walks through construction sites, woods and other outdoor settings.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors where the employee may be exposed to cold or inclement weather, noise, dust, dirt, grease, and machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

Certifications, classes, licenses, etc. for any of following areas are preferred for this position: transportation planning, design, and construction; project management; accounting; GIS; Erosion and Sedimentation Control; building construction; and technical writing.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty

EXEMPT

testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS:

- *Education* – Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the position.
- *Experience* – Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- *Computer Skills* – Strong competency in using the Microsoft Office (or equivalent) suite of software, plus working knowledge of CADD and GIS software.
- *Driver's License* – Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.