

PUBLIC WORKS PROJECT COORDINATOR

DEFINITION

Under general direction, is responsible for performing the full scope of duties required to plan, develop, implement and evaluate assigned public works projects necessary to repair or maintain existing county facilities/equipment or to construct new facilities or install new equipment; and performs related work as required.

EXAMPLES OF DUTIES

Assesses the condition of existing county facilities to determine the need for major repairs to the structure or major facility components such as electrical, plumbing and office environmental control systems; develops cost estimates and justifications for identified maintenance/repair projects for use in budget proposals; responds to departmental public works project initiatives; assists departments in planning projects including development of project specifications, drawings, cost information, quality and quantity of materials and equipment required; estimates time and project design; coordinates bidding process for authorized projects including development of bid specifications, advertisement, bid openings and recommendations on bid proposals; recommends contractors when bidding is not required; acts as liaison between contractor and department on all project activities; inspects project to ensure adherence to time, material/equipment and design specifications; approves periodic payments for contractor based on adherence to project plan/specifications; notifies contractors of failure to adhere to project specifications and recommends action to Public Works Director; evaluates completed projects and certifies final payment; may attend public works committee meetings to provide recommendations on assigned projects or provide status reports on projects; may direct in-house work forces in the repair, maintenance or construction of smaller projects; performs research and remains current on new materials, equipment and facility systems; consults with departments on various options for correcting building, facility or equipment problems.

EMPLOYMENT STANDARDS

Education and Experience: Two years of work experience that demonstrates knowledge of building construction methods, materials and equipment and any combination of training and experience equivalent to an associate degree in civil engineering; **or** a bachelor's degree from an accredited college in construction administration or a closely related field.

Knowledges and Abilities: Knowledge of the methods, materials and equipment required for the construction and for the maintenance and repair of public works buildings and facilities; knowledge of and ability to use surveying instruments; knowledge of building, electrical plumbing codes and construction law; ability to prepare plans and specifications for minor construction and repair

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projects; ability to inspect contract repair and construction work; ability to maintain effective working relationships with department officials, employees, contractors, and the public. Knowledge of engineering mathematics including trigonometric, geometric and statistical formulas necessary to determine such things as heat loss, building structural requirements, electrical conductivity and other applications necessary to develop project plans, determine proper equipment and materials for project design.

Special requirement: Must have or be eligible for a valid Wisconsin driver's license.

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4/16/97