

## **SPECIAL PROJECTS COORDINATOR**

### **GENERAL DESCRIPTION**

Under general supervision from the Hidalgo County Precincts, performs project management and technical duties in inspecting public works construction to insure compliance with codes and specifications; Supervises surveying work and survey crew in public works construction projects.

### **EXAMPLES OF WORK PERFORMED**

Manages public works construction projects and serves as project engineer; this entails assuring contractor's work conforms to the project specifications. This is accomplished by inspecting the contractors work on a daily basis

Maintains a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders

Coordinates with an independent testing lab any materials testing required by project specifications

Verifies quantities for payment on contractors monthly pay request

Provides public safety during the project

Coordinates inspection of curb, gutter and sidewalk as well as all road cuts, (whether for water, gas, sewer, telephone, etc.) for quality of materials, workmanship, line, grade, compaction and maintenance of road cut

Assigns, monitors, and coordinates work of Construction Inspector and Engineering Aide;

Manages surveying work for public works

Supervises and leads the survey crew

Locates the survey crew replacement needs (curb, gutter, sidewalk, etc.) and special problems which need to be addressed in designing a project

Coordinates surveys for projects done by consultants

Discusses street improvement problems with the public

Inspects sidewalk, curb and gutter for drainage problems and discusses options with public

Oversees other agencies working within the County boundaries to ensure public safety and ensure protection of City facilities

Coordinates road closures to maintain traffic flow

Informs engineering firms of city requirements

Responds to questions from contractors on bid specifications

Coordinates work with contractors and city departments

Prepares contract specifications and bidding documents

Supervises drawing preparation for specifications

Prepares and approves contract change orders

Approves bond releases and payment for completed work after inspection

Assists in issuing engineering permits

Corresponds with contractors, other governmental agencies and public on problems related to public works construction

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three (3) years of experience in public works construction and a Bachelor of Science degree in engineering.

### **Knowledge, Skills, and Abilities**

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection

Comfortable in teaching large and small groups and relates well with middle school and high school students as well as adults

Must have planning and organizational skills as well as curriculum development skills

Considerable knowledge of public works construction methods and materials

Knowledge of contract administration and pay estimates

Working knowledge of methods and interpretation of soil analysis and density tests

Working knowledge of surveying and surveying methods



Knowledge of drafting and engineering

Ability to read and interpret blueprints

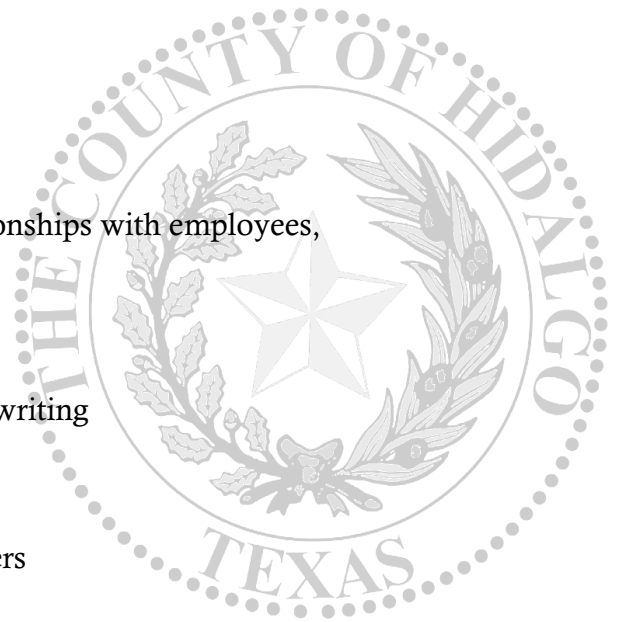
Ability to establish and maintain effective working relationships with employees, contractors, other departments and the public

Ability to follow written and oral instructions

Ability to communicate effectively, both verbally and in writing

Ability to prepare reports, Interpret laws and regulations

Ability to plan, assign, and/or supervise the work of others



### **Registration, Certification, or Licensure**

May require certification for a specific program area

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

