

PUBLIC WORKS OPERATIONS COORDINATOR

NATURE AND PURPOSE OF WORK

Position is responsible for overseeing the work of inspectors who assess drainage infrastructure problems, and coordinating repair projects. Work involves supervision of a staff of troubleshooters, engineering aides, and skilled laborers. Position reports to the Drainage Superintendent, and is on 24 hour call.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Directs the work of subordinates who perform inspections and recommend solutions to drainage infrastructure problems. Administers contracts for the Vegetation Management Program for earthen and concrete coulees, Hourly Rental Contracts, and CIPP Projects. Administers the Concrete Lined Coulee Cleaning contract, and prepares cost estimates for in-house drainage improvement projects. Assigns service requests for the Drainage Division and monitors all units assigned to the Drainage Division with the AVL Monitoring System. Supervises the maintenance and operation of storm water pump stations. Plans, organizes, and supervises the work of hourly rental contractors. Maintains timesheet information for contract workers. Writes specifications and secures construction materials needed for drainage projects, and provides the necessary documentation for the processing of purchase requisitions. Oversees and assists with writing the contract specifications for construction material, equipment, and/or service contracts utilized by the Drainage Division. May be required to negotiate right-of-way conditions. May be authorized to delegate and communicate with all other parties on behalf of the Drainage Superintendent.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the methods, materials and equipment used in Public Works maintenance and repair projects.

Knowledge of practices and procedures used in street, bridge and drainage construction and maintenance, as well as survey practices.

Knowledge of purchasing procedures and specification writing.

Ability to interpret engineering design profiles.

Ability to schedule, assign, supervise and coordinate the work of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with government officials, other employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school, or equivalent, supplemented by additional coursework in surveying, engineering, construction, or business management, and experience in street, bridge or drainage construction, maintenance, and inspection, including supervisory experience; or any equivalent combination of training and experience. Obtainment of Commercial Herbicide Applicator's License within two years of hire.