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DEPARTMENT OF PUBLIC WORKS

901 North Elm

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Rolla, MO 65402

www.rollacity.org

JOB ANNOUNCEMENT

ENGINEERING TECHNICIAN / PROJECT COORDINATOR/ SR. PROJECT COORDINATOR

CITY OF ROLLA PUBLIC WORKS DEPARTMENT

Grade Classification	G-4	\$19.974 - \$22.481/Hourly DOQ
	OR	
	G-5	\$21.972 - \$24.729/Hourly DOQ
	OR	
	G-6	\$24.169 – \$27.202/Hourly DOQ

FLSA: Full-Time Non-Exempt

GENERAL PURPOSE

This position is responsible for paraprofessional engineering and technical work coordinating City public works projects and activities and the inspection of the work of private contractors on City funded public works construction projects.

An employee of this class provides technical assistant to the Engineer in the detailed design and drafting of engineering design plans on projects, the conduct of support field surveying, the preparation of preliminary infrastructure design proposals for bidding, the conduct of assigned design liaison functions with the engineering consultant's staff; the computation and writing of specifications and the inspection of a contractor's actual work to assure that what is constructed or altered adheres to the design plans, material requirements, workmanship and prescribed safety standards. Assignments require considerable technical sophistication, design and drafting ability, surveying ability, and problem solving creativity. An employee in this class must work independently and deal effectively with the citizens of Rolla.

SUPERVISION RECEIVED

The incumbent normally receives general direction and supervision from the Engineer, who reviews the results of work for technical correctness and sound engineering judgment.

SUPERVISION EXERCISED

An employee of this class provides general supervision as a lead worker of other Technicians and Inspectors performing inspections, design and management of public improvement projects performed by others.

ESSENTIAL DUTIES & RESPONSIBILITIES

Oversees and coordinates the general adherence of street or sewer supervisors, project coordinators, technicians to work schedules; Plans, directs and coordinates the activities of their respective projects; outlines goals, aims, objectives and standards; Prepares rules and regulations for program activities and participates in the application and administration of subdivision codes, storm water, and city design standards. Reviews and discusses work

progress and scheduling with division supervisors and makes adjustments as needed. Inspects various projects and makes changes in assignments. Directs the preparation and maintenance of records and reports for the various departmental activities; Prepares special status reports for the Engineer, and establishes specifications for routine supplies, materials and equipment to be used in the work and assists in the purchase of the same; Participates in and supervises field surveys to compile information on streets, right-of-way, water and sewer installations, location of hydrants, power poles, and driveways; Sets line and grades for sidewalks and small sections of in-house sewer reconstruction jobs; Runs survey checks of contractor's work to determine paying quantities; performs field layout of intersections and traffic signals; Takes turning movement and traffic counts for use in traffic signaling design layouts; Exercises responsibility for the field administration and quality control of capital improvement projects which include subdivision public improvements; Establishes schedules for the starting and completion dates of capital improvements projects; Answers questions from contractors, citizens or groups that could be affected by construction activities; Provides inspection quality control for materials being used in capital improvement projects; Prepares capital improvement project change orders; Verifies contractor payments for all work performed; Provides cost estimates of labor and materials; Assists in the inspection of subdivision storm and sanitary sewers, water mains and services, curbs and gutters, streets surfaces; From verbal directions provided by the Engineer, designs and writes specifications on smaller capital improvement projects; Inspects all capital improvement work done to insure it meets the plans and specifications of the project; Surveys land to establish right of ways, lot locations and setbacks, and the grading of streets, curbs, sidewalks, gutter and water, sewer and storm drainage lines; Prepares requisitions for various materials, equipment and supplies needed by the Public Works Department for larger in-house construction jobs; Compiles and performs research for the Engineer; Maintains various public works and engineering records; Prepares as-built plans when major capital improvement projects are completed;

Provides information on the location of utility system layouts and assists in the preparation of City plat sheets and maps; Checks concrete sidewalks and drive approaches for proper installation; Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks; Assists Engineer in the preparation of reports, plans and studies as needed; and performs other work as required.

PERIPHERAL DUTIES

Provides a variety of miscellaneous duties such as running errands for the City of Rolla, ordering necessary supplies and answering telephones.

Assists staff in the performance of their duties as requested.

JOB CONTEXT

The Senior Project Coordinator in the Public Works Department's Engineering Division works regular, year-round hours with little overtime. There is some night or shift work associated with this position, and this person is not on call. The stress level for this position is moderately high, but can vary with activities and circumstances. 50% of the work for this position is indoors; 50% is outdoors and requires working in all types of weather conditions. The Senior Project Coordinator is accountable for legal and safety issues for which this position is responsible.

There is occasional exposure to chemicals and/or hazardous materials including insect repellants.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from an accredited High School or successful completion of a GED examination;

B) The knowledge level equivalent of an Associate Degree in Municipal Engineering Technology; Five years minimum experience in paraprofessional municipal engineering activities or in assisting a Professional Engineer, with a year of supervisor experience preferred; Or an equivalent combination of experience and/or training.

C) Missouri Drivers License; Class F.

Necessary Knowledge, Skills and Abilities:

A) Considerable knowledge of street, sewer, sidewalk, curb & gutter methods and procedures;

B) Knowledge of the methods, materials, and equipment used in the collection and plotting of field engineering data;

C) General knowledge of the principals and practices of the field of civil engineering;

D) Knowledge of public works facilities and construction materials;

E) Knowledge of state and local public works specifications and design standards;

F) Knowledge of Missouri Department of Transportation construction and material specifications and requirements;

G) Knowledge of proper construction inspection and field surveying procedures;

H) Proficient in AutoCAD.

I) Demonstrated ability to develop and maintain effective working relationships with contractors, developers, architects, property owners, and the general public;

J) Working ability to interpret technical data, construction plans, specifications and state regulations and to fairly and uniformly apply them;

K) Demonstrated ability to prepare a variety of technical reports, schematics and records;

L) Considerable ability to read and interpret blueprints, engineering plans and specifications;

M) Demonstrated ability to perform limited engineering design and survey computations;

N) Ability to deal with contractors firmly and tactfully;

O) Ability to manage construction projects;

P) Reasonable ability to communicate effectively both orally and in writing.

PHYSICAL DEMANDS (ADA)

The physical demands are contained in the full job description and are representative of those that must be met by an employee to successfully complete the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is regularly exposed to wet and/or humid conditions, fumes or airborne particles and vibration. The noise level in the work environment is usually moderate

Persons Interested in this position should submit an application to the 4th floor of Rolla City Hall, Public Works Department, 901 North Elm Street, Rolla, Missouri, 65401. Full Job Description available at City Hall, 901 North Elm Street, Rolla, Missouri, 65401. Position will remain open until filled.

EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS