

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB476 Engineering CIP Coordinator
POSITION #/TITLE: 2421 Engineering CIP Coordinator	Adopted: 05-10
	Revised:

POSITION DESCRIPTION

Dept/Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 1053/NB070/City Engineer	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Word, Excel, Access, PowerPoint; Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of general office, clerical and administrative support duties related to engineering Capital Improvement Projects and activities. Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Prepares and tracks consultant contracts, design and insurance;
Prepares project award documentation and provides appropriate documentation;
Provides assistance to Engineering CIP staff for invoicing, monthly pay application and design amendments;
Prepares correspondences, reports, lists and other documents on computer as requested;
Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
Maintains active Capital Improvement Project (CIP) files with items such as design, permitting, grants and correspondence;
Attends design and acquisition related project meetings, records meeting minutes, creates and distributes written minutes;
Tracks cash flow for 10-year CIP plan;
Prepares public outreach documents relative to project and neighborhood impacts;
Assists Engineering Design staff by performing/coordinating items such as permitting, property acquisitions, special assessments, condemnations, scheduling and project tracking;
Performs complex project support activities;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of modern office procedures, practices and equipment;
Thorough knowledge of modern office filing systems and procedures;
Good knowledge of departmental programs, policies and operations as applied to the work performed;
Knowledge of scheduling methods for project management activities.;
Knowledge of current and applicable federal, state and local laws, rules and regulations for Capital Improvement and construction projects;
Basic knowledge of engineering records and procedures to maintain project documentation;
Ability to understand and follow complex oral and written instructions;
Ability to maintain records and prepare reports from such records;
Ability to handle confidential and administrative information with tact and discretion;
Ability to prepare accurate and reliable reports containing findings, engineering data, as-built specifications, blueprints, complex data, findings and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED, supplemented by additional course work in office management and related computer software; computer software courses in Microsoft Word, Excel, Access and PowerPoint preferred; and
Considerable experience in the performance of administrative support duties; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Driver's License upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate computers, typewriters and office machines;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.