

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB484 Utilities Project Coordinator
POSITION #/TITLE: 1389, 2260 Utilities Project Coordinator	Adopted: 01-11
	Revised: 10-16

POSITION DESCRIPTION

Dept/Division: Utilities/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 1697/NB247/Utilities Construction Manager	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: Skillcheck (Word, Excel, One-Note, 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 construction engineering 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)

Tracks construction contracts, bonds and insurance;
 Prepares bid tab and project award documentation and provides appropriate documentation to City Clerk's office;
 Tracks and provides assistance to Utilities engineering staff and Finance Department for monthly pay application and contract change order processing;
 Prepares and maintains project tracking logs and reports;
 Assists Utilities Engineering staff with intake and outtake of project closeout documentation;
 Copies, packages, and distributes correspondences, reports, lists and other documents as requested;
 Gathers, assembles, updates, distributes and/or files a variety of electronic and paper documentation, information, forms, records and data as requested;
 Coordinates collection of inspection reports, and as-built records to verify project documentation and records are complete;
 Maintains Capital Improvement Project (CIP) files, Prepares agendas for Project meetings, attends construction related project meetings, records meeting notes, prepares and distributes written notes;
 Receives and distributes Contractor's Requests for Information and Change Order Requests;
 Coordinates project activities with Contractors, Engineers, and other City Departments;
 Serves as a liaison between Utilities Department staff, Consultants, and Contractors;
 Assists Utilities engineering staff with preparation of documentation packets for Council agenda actions;
 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 project related duties 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 construction activities;
Knowledge of current and applicable federal, state and local laws, rules and regulations for Capital Improvement and construction projects;
Basic knowledge of construction 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, One-Note 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.