

CITY OF GLENDALE

TITLE:	Engineering Project Coordinator	CLASS CODE:	539
REPORTS TO:	City Engineer	GRADE:	29
DEPARTMENT:	Engineering	FLSA:	E

JOB SPECIFICATION DATE: June 6, 2007 cm

JOB SUMMARY

Manages and coordinates special projects and programs in the Engineering department.

ESSENTIAL FUNCTIONS

1. Manages special and ongoing programs and projects, including design, development, coordination, and implementation.
2. Performs research on assigned projects, analyzes findings, and develops reports and recommendations.
3. Conducts research on project issues or questions; forwards summaries of issues to City departments for resolution; conducts follow-up to ensure resolution.
4. Coordinates projects with City departments.
5. Plans, organizes, and directs the work of project teams maintaining cost analyses and assuring schedules and project performance objectives are met.
6. Develops and manages budgets for projects.
7. Prepares and issues Request for Proposals; hires consultants and administers contracts.
8. Interacts with neighborhood associations and other public groups responding to neighborhood issues and concerns involving engineering projects.
9. Analyzes City codes, ordinances and procedures and makes recommendations for revision.
10. Manages special and continuing projects involving the development of plans, and the coordination of activities among departments, other cities, and the public.
11. Acts as liaison to other cities, agencies and the public coordinating department projects and intergovernmental agreements.
12. Provides technical support to the department head, assigned committees, and departments on a variety of issues.
13. Reviews and analyzes new and pending legislation to determine its impact on city operations.

SECONDARY FUNCTIONS

14. Performs other related duties as required.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Project management principles and practices
The principles and practices of public administration and local government policies, procedures, structure and services
Basic contract law, bond and insurance requirements
Public work design, standards, and construction methods, materials, and techniques used in the construction of public works projects
Research and analysis methods, statistics, cost analysis, computer modeling, report presentation
Public sector budgeting and economic forecasting, management principals and techniques
Current issues, legislation, and regulations specific to assignment
GIS computer technology and GIS applications for local government

Skill in:

The use of personal computers and GIS software packages
Customer service and problem resolution practices

Ability to:

Manage and work independently on multiple major projects or sensitive problems and coordinate work of others
Analyze problems, identify alternatives, and negotiate effective solutions
Analyze potential impacts of City projects and private development proposals
Interpret, evaluate, and explain development plans, construction drawings, and applicable ordinances
Prepare and present oral and written reports
Plan, organize, and manage complex and multiple projects to completion
Develop and monitor a project budget
Make decisions regarding project priorities, costs and alternatives
Operate computerized data entry and retrieval systems
Interpret and apply city ordinances, rules, regulations, standards and other guidelines and references affecting area of responsibility
Conduct research, analyze findings, and prepare clear and concise reports and recommendations
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships with elected officials, governmental agencies, and employees of all levels and the public

WORKING CONDITIONS

Office setting. Occasional site visits in the field.

MINIMUM REQUIREMENTS

Bachelor's Degree in Public or Business Administration, Political Science, Engineering, Management, Economics or a related field and three years of work experience relative to the area of assignment.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona's driver's license