

JOB DESCRIPTION: **ENGINEERING PROJECT COORDINATOR**

DATE: 10/08/2011

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	410
SUPERVISOR:	Public Works Director	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

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**GENERAL STATEMENT OF DUTIES:** Develop, design and seek permit authorization for road and bridge projects. Provide engineering assistance to department personnel. Develop and administer engineering programs, policies, budget and personnel activities and prepare plans, specifications and cost estimates for road and bridge construction programs and projects. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Prepare plans, standard specifications, cost estimates and bidding procedures for a variety of public works construction and maintenance projects. Provide construction engineering and management.

Complete forms and drawings to obtain DSL, Corps of Engineer, NMFS, ODFW and other State and County permits.

Prepare reports and other technical papers as required for public works projects and programs. Develop unit costs of construction and maintenance activities through an accurate cost accounting system.

Seek and prepare grants for road work, bridge projects, bicycle lanes and other projects as they become available.

Prepare engineering budgets; monitor physical operations and assist with development of Road Department Operating Budget.

Obtain quotes and bids for the purchase of materials and tools as needed for department. Supervise and participate in purchasing for engineering and facilities management related items.

Manage consulting, maintenance, construction and equipment contracts for roads, bridges and facilities. Determine need, prepare specifications, monitor performance, evaluate progress, prepare monthly cost estimates and authorize payments.

Administer the computerized Pavement Management System and prioritize pavement maintenance and construction projects.

Administer bridge maintenance management program. Manage federally required inspection program and monitor interim department inspections. Evaluate inspection results, determine and prioritize maintenance and repair projects.

Maintain the database of road information (Integrated Road Information System).

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DATE: 10/08/2011

Confer with the public regarding complaints and inquiries regarding departmental activity, policies, standards and procedures.

Develop for recommendation and interpret policies and procedures. Monitor and assure timely completion of assignments.

Act as department representative with federal, state, local agencies; community and professional groups and with Planning Commission and Board of County Commissioners, etc., to advise, present and justify departmental issues.

May fill in for District Supervisors as necessary to provide guidance to road crews. Maintain road and bridge records and plans, Maintain work areas in a clean and orderly manner.

Operate CADD system, conduct traffic studies and perform database management. Assist employees with basic computer needs (in coordination with Information Technology) and provide support for department specific programs.

Assist Parks Department staff as needed. Prepare and submit all water use reports for the Parks budget.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a regular responsibility of this position. May provide limited supervision in the absence of District Supervisors or the Public Works Director related solely at communicating directions to crew members.

**SUPERVISION RECEIVED:** Work under the general direction of the Public Works Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four year college degree in civil, mechanical or related engineering field. At least two years experience related to engineering. Strong preference will be given for prior work experience related to public works. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of civil engineering and surveying principles, practices and procedures as applied to roads, bridges, traffic controls, and facilities. Considerable knowledge of laws, rules, codes, regulations and ordinances related to engineering and surveying projects. Considerable knowledge of materials, methods and equipment used in construction. Considerable knowledge of the laws and rules governing the safe operation of all construction and maintenance equipment. Familiarity with ability to use computers systems, general business software programs, such as word processing and spreadsheets, and computer aided design programs.

**JOB DESCRIPTION: ENGINEERING PROJECT COORDINATOR**

DATE: 10/08/2011

Ability to assemble and produce clear and detailed cost and progress reports. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

**SPECIAL LICENSES, CERTIFICATIONS, ETC:** Registration as a Engineering Intern or Engineer in Training in the State of Oregon. Possession of a valid driver's license with an acceptable driving record. Preference for state licensing as a registered Professional Engineer.

**NECESSARY SPECIAL QUALIFICATIONS:** Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Majority of tasks involve minimal physical demands, such as moving boxes, files, equipment, etc., typically weighing less than 20 pounds. Work in the field may necessitate the movement of materials in excess of 60 pounds.

**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.

Usual office working conditions. Field work will expose position to all weather conditions and a wide variety of terrains.