



JOB ANNOUNCEMENT

General Public

OPEN DATE: August 9, 2022

CLOSE DATE: Until Filled

JOB TITLE: Project Coordinator

PAY RATE: \$16.66/hr

DEPARTMENT: Utilities

DIVISION: UTILITIES ADMINISTRATION

SUMMARY:

Under general direction, is responsible for performing the full scope of duties required to plan, develop, implement and evaluate assigned public works projects necessary to repair or maintain existing facilities/equipment or to construct new facilities or install new equipment.

DUTIES AND RESPONSIBILITIES

- Completes funding request applications (CDBG, ICIP)
- Maintains project spreadsheets.
- Assesses the condition of existing City facilities to determine the need for major repairs to the structure or major facility components such as electrical, plumbing and office environmental control systems.
- Develops a capital fund needs report.
- Develops cost estimates and justifications for identified maintenance/repair projects for use in budget proposals.
- Responds to departmental utility projects initiatives.
- Assists departments in planning projects including development of projects specifications, drawings, cost information, quality and quantity of materials and equipment required.
- Estimates time and project design.
- Coordinates bidding process for authorized projects including development of bid specifications, advertisements, bid openings and recommendations on bid proposals.
- Recommends contractors when bidding is not required.
- Acts as a liaison between contractor and department on all project activities.
- Inspects project to ensure adherence to time, material/equipment and design specifications.
- Approves periodic payments for contractor based on adherence to project plan/specifications.
- Notifies contractors of failure to adhere to project specifications and recommends action to the PROJECT MANAGER and UTILITIES DIRECTOR.
- Evaluates completed projects and recommends final payment.
- May attend committee meetings to provide recommendations on assigned projects or provide status reports on projects.
- Performs research and remains current on new materials, equipment, and facility systems.
- Consults with departments on various options for correcting building, facility or equipment problems.
- Develops and implements projects and programs. Reviews and implements policies and procedures that comply with the requirements of construction permits and municipal ordinance, as well as engineering practices, construction management, contract administration, procedures pertaining to inspection of public works projects and right-of-ways.
- Evaluates Citywide and localized construction plans and develops appropriate funding strategies.
- Reviews proposals and works with developers and the private engineering sector to draft public infrastructure requirements consistent with City policy. Facilitates review of construction plans;

Project Coordinator

supervises update of public infrastructure records; responds to public requests for engineering data and represents the UTILITIES Department before regulatory agencies.

- Maintains rapport with the private engineering sector and retains and coordinates consultants to accomplish tasks. Develops Capital Project Plans and under direction supervises the design on a limited number of in-house design projects. Retains private consultants and reviews work product. Pursues funding sources and provides technical support for designated construction projects. Acts as staff advisor to policymakers serving on various regional planning boards.
- Participates in the development and administration of the division/section budget.
- Compose correspondence to policymakers, lending institutions, bonding companies, contractors, developers, and regulatory agencies.
- Receive citizen complaints and take appropriate action; represent the City at conferences and meetings with other agencies and with private organizations.
- Performs other duties as assigned

MINIMUM JOB QUALIFICATIONS

- Five years of work experience directly related to the duties and responsibilities listed.
- High School Diploma or GED

EMPLOYMENT REQUIREMENTS

- Valid NM Class D Driver's License, and must be insurable by the City's insurance carrier.
- High School Diploma or GED

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of engineering design, construction practices, drafting, inspection, and surveying, principles of physics, chemistry, and mathematics, as applied to civil or mechanical engineering
- Knowledge of street maintenance practices and procedures, local, state, and federal regulations pertaining to road construction, operation, and environmental management of street projects,
- Ability to communicate effectively orally and in writing;
- Skill in budgeting principles;
- Ability to provide exemplary customer service,
- Knowledge of appropriate safety precautions and procedures.
- Ability to supervise major construction projects, make accurate engineering computations and drawings, analyze problems and prepare written and oral reports.
- Ability to understand and carry out complex oral and written instructions.
- Ability to establish and maintain record keeping systems;
- Ability to establish and maintain effective relationships with other employees, outside agencies, and the public. Deal tactfully, diplomatically, and persuasively with the public and policymakers.
- Ability to read and interpret regulations and recommend an appropriate course of action. Supervise and evaluate the work of others and prepare clear and concise plans, specifications, and technical reports.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

- Mobility Factors: Walks 5% of the time, Climbs stairs 2% of the time, stands 13% of the time, sits 80% of the time.
- TRUNK: Bend Occasionally
- ARMS: Reaches, works with arms occasionally and carries up to 25 lbs.
- LEGS: Bends, kneels, squats and walks
- HANDS: Gross dexterity, occasionally grasp/ manipulate, frequently speed required, occasionally bilateral coordinator, eye and hand coordination.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:


<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director