

ENGINEERING PROJECT COORDINATOR
(Position Location: Public Services Department)

General Statement of Duties

Performs environmental and geotechnical engineering, project management, project administration and other related work for a variety of assignments relating to, stormwater, and public services capital and non-capital projects, including but not limited to; infrastructure construction and storm drainage improvements. Work also includes extensive public contact dealing with the general public, engineering consultants, government agencies and Town staff. Work is performed under the general supervision of the Stormwater Administrator.

Distinguishing Features of the Class

An employee in this class performs a variety of engineering related functions to coordinate town projects staff and engineering consultants. Coordinates information flow, tracking progress, and communicating management directives to consultants and contractors for capital projects. This work includes all aspects of preliminary planning (e.g. feasibility studies, environmental reports), design, right-of-way acquisition, permit acquisition, and bid preparation. Work is also performed to ensure compliance requirements are met from various state agencies, and process loan and grant applications for various state loans and grants. Occasional stormwater best management practices (BMP) and roadway design work using CAD software is performed in addition to extensive use of GIS mapping software.

Essential Duties and Tasks

Reviews and inspects the condition of the town's stormwater infrastructure through working with the Public Services Streets Division or contractors to clean, maintain, and when necessary reconstruct the existing Stormwater infrastructure to implement NPDES Phase II pollution prevention and good housekeeping program.

Tracks, maintains, and updates the maintenance of the stormwater infrastructure mapping to implement NPDES Phase II illicit discharge detection and elimination program.

Enforces the town's post-construction ordinances to implement the NPDES Phase II Post-Construction Program.

Review environmental and geotechnical submittals.

Review environmental policy and procedures as mandated by the NCDENR and assist Engineering Director or his/her designee in formulation of Town environmental policies.

Assist Stormwater Manager and his/her designees in capital project needs.

Maintains project files, to include all contract documentation, correspondence, notes, materials and test results etc.

Schedules and coordinates work with outside professional services i.e. engineering and materials testing labs.

Assists outside consultants and engineers in the design and review of infrastructure improvements.

Estimates cost, calculates pro-forma sheets and prepares justifications for new programs.

Updates project status and makes recommendations to the Stormwater Manager.

Performs field engineering and surveying related to capital projects. Calculates and verifies payment requests on capital projects.

Assists the Stormwater Manager or his/her designee in the review and approval of development plans.

Works with Town attorney in deed preparation for right-of-way acquisition

Coordinates with certified appraisers to value right-of-way purchases

Hosts public information sessions to inform the general public on specific projects.

Knowledge, Skills and Abilities

Comprehensive knowledge of Environmental and Geotechnical Engineering practices, techniques, materials, equipment and standards.

Knowledge of construction contract administration.

Thorough knowledge of environmental engineering software packages including GIS ArcView and AutoCAD.

Through knowledge of Town and State design standards, and regulations regarding Stormwater management.

Knowledge of NCDOT and MPO grant policies and operating procedures.

Ability to communicate effectively with the general public, contractors, and other employees.

Knowledge of mathematics including algebra, geometry and trigonometry.

Knowledge of surveying and GIS mapping.

Knowledge of legal processes involved in encroachments, ROW agreements and land acquisitions.

Ability to read and prepare detailed engineering drawings and specifications.

Ability to make engineering computations.

Ability to understand and follow complex written and oral instructions, ability to understand and follow written Town Ordinances, Roadway & Utility Standard Specifications, and State/Local Codes.

Ability to perform materials and construction testing and interpret the results.

Ability to establish and maintain effective working relationships.

Thorough knowledge of PC operating systems; Windows.

Ability to maintain effective working relationships with the general public and other employees.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, reaching, crouching, standing, walking, grasping, fingering, talking, hearing, seeing and repetitive motion.

Must possess the visual acuity to compile and compute data and statistics, operate a computer, do extensive reading and recognizes basic colors.

Work is performed in a controlled climate with little or no exposure to natural elements or hazardous conditions. Visits to field sites or driving a vehicle more complex than a standard automobile may be required.

Desirable Education and Experience

Minimum: Bachelor's degree in civil engineering or construction management and five years of progressive engineering experience; or an equivalent combination of training and directly related experience.

Special Requirements

Possession of a valid North Carolina driver's license

Fair Labor Standards Act (FLSA) Status

Non-exempt

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