Job Description

Job Title:	Project Coordinator - Infrastructure	Classification:	Classified
Department:	Public Works	Grade:	N11
Occupational Group:	Engineering	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; coordinates and manages a variety of assigned capital improvement infrastructure construction projects within the City of Joplin, providing support to assigned project teams and programs.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides support to staff and program participants for assigned and special projects related to capital improvement infrastructure.
2. Assists Department Director and/or Supervisor to design, implement, and manage projects related to capital improvement infrastructure across the Public Works Divisions.
3. Monitors program financial and administrative performance and compliance.
4. Manages project progress and processes project documentation for review and approval by Department Director or Supervisor.
5. Coordinates program reporting and compliance activities with other team members.
6. Develops documents and reports for various projects. Develops, maintains, and analyzes data needed for decision-making and tracking purposes using a variety of database software and spreadsheet applications.
7. Researches and understands required guidelines for various projects.
8. Leads project reviews as a team member and as assigned by the Department Director or Supervisor.
9. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Works collaboratively with contractors, consultants and developers.
10. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at various meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of infrastructure project management, including design, planning, budgeting, and construction oversight. Familiarity with Joplin Code of Ordinances, Federal, State and local laws and regulations affecting infrastructure projects. Familiarity with civil engineering

principles, construction materials and methods, public works and municipal utility operations. Skill in researching and preparing informational materials. Skill in maintaining a variety of records and preparing a variety of reports. Ability to use hardware and software to track data and accumulate results; location of streets and addresses in the City of Joplin; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with architects, engineers, construction contractors, consultants, other City employees, the public, and property owners; preparing a variety of narrative, technical and statistical reports related to infrastructure projects; identifying problems and developing solutions; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Graduation from an accredited college with an Associate's degree in Construction Technology or Management, Civil Engineering, or Inspection discipline is preferred.

Experience: Three years of sub-professional engineering work and/or construction management or closely related field is required. Accredited post-graduate level education in related construction, engineering, or inspection disciplines may be substituted on a year-for-year basis.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification as a Engineer in Training is preferred. Must be able to obtain Work Zone Traffic Control and Certified Public Infrastructure Inspector certifications.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field. Must possess mobility to work in and around City buildings and facilities; operate a motor vehicle and drive on city streets; stamina and mobility; vision to read printed materials, blueprint, and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations and identify problems and hazards. Positions in this classification requires employees to bend, stoop, kneel, reach when completing inspections. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work. When working outdoors, employees may be exposed to loud noise levels, cold and hot temperatures, heights, slick surfaces, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2024	Type of Change: Update position
Revision details: New classification in Public Works.	