

## **PUBLIC WORKS PROJECT COORDINATOR**

**DISTINGUISHING FEATURE OF THE CLASS:** This is an administrative and field support position involving the oversight and coordination of projects performed by the Department of Public Works, including Impact Team, Clean Neighborhood, Recycling and Hazardous Waste programs. The incumbent is responsible for assisting in the implementation & coordination of assigned phases of projects within the Department and the community. Responsibilities include acting as a liaison between the department and the community, and providing administrative support for operations within the various divisions of the Public Works Department. The incumbent coordinates with the Clean Neighborhood Inspector. The work is performed under the general supervision of the Director or Deputy Director of Public Works with considerable latitude for the exercise of independent judgment. The Public Works Coordinator confers with his/her superiors regarding policies, work procedures and schedules, and performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the implementation of special projects involving the Department of Public Works;  
Assists the director and deputy director in assembling data relative to specific projects and operational areas;  
Attends meetings, classes, seminars, demonstrations as directed;  
Makes presentations of information to individuals or groups;  
Gathers information and researches feasibility & cost of proposed projects;  
Assists in identifying actual or potential problem areas in the delivery of services;  
Ensures compliance with safety rules and regulations;  
Coordinates with personnel as directed by superiors;  
Supervises and assigns personnel and equipment to special projects;  
Maintains necessary records and prepares required reports, including records of work completed and in progress.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of organizational concepts required for the implementation of special projects; ability to plan, organize, & coordinate, ability to research & collect information & data; ability to communicate effectively both orally and in writing; ability to establish & maintain effective working relationships; ability to evaluate projects; ability to assemble data & prepare evaluation reports, ability to identify problems & develop solutions; tact and courtesy in dealing with the public; good judgment; dependability; physical condition commensurate with the demands of the position.

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(continued)

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in a position involving general construction or the general maintenance of buildings, parks or facilities, one (1) year of which must have been at an administrative or supervisory level.

**NOTE:** At least four (4) years of appropriate experience is required; additional education beyond high school graduation cannot be substituted for the required experience.

**SPECIAL REQUIREMENT:** Candidate must possess a valid New York State driver's license at time of appointment. Must obtain OSHA 30 certification within one (1) year of appointment.