

**CITY OF LAKEPORT**  
**PROJECTS COORDINATOR**  
**Job Description**



**DEFINITION:**

Under limited supervision, plans, coordinates, and administers multiple projects as assigned, including but not limited to Capital Improvement Projects (CIP). Coordinates and oversees assigned projects; provides information and assistance to City departments, consultants and contractors; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The incumbent in this classification reports to the Public Works Director or designee and works closely with the City Engineering planning CIP and other projects. Works closely with the City Engineer to implement project goals, oversee variable aspects of projects and provide direct assistance to ensure timely project execution. The work includes coordination and communication with other City work units, outside agencies, contractors, and assigned personnel.

**ESSENTIAL FUNCTIONS:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

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- Familiar with plans, specifications and contracts awarded to contractors and assists in interpretation of construction plans.
- May perform Public Works field inspection as required and maintain any inspection records as necessary.
- Assists with evaluation of project bids and proposals, and makes recommendations for award of contracts and execution of agreements. Prepares of Requests for Proposals and Requests for Qualifications.
- Insures that project plans and specifications are reviewed and approved by the City Engineer for bidding and construction.
- Monitors project progress, attends project meetings, and prepares and submits status reports.
- Develops and updates project schedules.
- Performs a broad range of complex tasks and must work cooperatively with others.
- Composes and prepares staff reports, correspondence, resolutions, and agreements, for the City Council.
- Tracks project budgets, monitors change orders and evaluates progress payments, including auditing prevailing wage submittals.
- Compiles project financial data including reimbursement requests.
- Prepares various construction documentation associated with the procurement process.
- Maintains master construction files for each project, including project plans and specifications, drawings, logs and insurance certificates.
- Prepares and maintains agreement forms for contractors and other professional service companies and/or regulatory agencies.
- Initiates, prepares and maintains all forms needed for complying with state and/or federal requirements for grant funded projects. This includes tracking due dates of each form to maintain

compliance, updating necessary agreements, submitting award packages, creating and submitting invoices, and tracking payments.

- Assists with progress updates and informational notices.
- Processes all final documents for project close-out and coordinates with any state, federal or outside audit reviews.
- Performs tasks using software including databases, automated accounting systems, spreadsheets and word processing.

## **QUALIFICATIONS GUIDELINES:**

### Experience and Education:

Any combination of education and/or experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Four years of increasingly responsible technical and professional work experience with complex municipal design and construction projects, including two years of performing increasingly responsible project management functions and/or including two years in a supervisory capacity. Knowledge of Caltrans Local Assistance Program (LAP) is desired.

Education: Equivalent to a Bachelor's degree from an accredited college or university in civil engineering, construction management, or other relevant degree is desired.

Project Management Professional (PMP) Certification is desirable.

### Knowledge of:

Knowledge of the principles, practices and techniques of contract administration, project management, budget, cost accounting, and scheduling; related laws, ordinances, policies and procedures.

- General knowledge of contract administration, public administration, finance, purchasing, budgeting, and accounting.
- Ability to deal effectively in a team environment.
- Skill in organizing resources and establishing priorities.
- Skill in the use of personal computers and software, e.g., MS Word, Excel, Microsoft Project
- Advanced verbal and written communication skills.
- Knowledge of the CalTRANS Local Assistance Program (LAP) manual.

### Ability to:

- Take responsibility and exercise good judgment in recognizing authority.
- Work without close supervision or direction in the accomplishment of assigned duties.
- Respond courteously, efficiently, and effectively to questions and inquiries from elected officials, members of the commissions, boards, staff at other agencies, and the public.
- Follow oral and written directions.
- To learn job specific computer software such as Microsoft Project, AutoCAD, etc.
- Establish and maintain cooperative working relationships.
- Make public presentations.
- Draft contracts and requests for proposal.
- Review and track complex invoices and progress payment applications in a timely manner.

- Prepare written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar.
- Read and interpret engineering and architectural plans and specifications.
- Analyze complex problems, interpret project needs, and develop solutions.

Special Requirements:

Reading-complex, writing-complex, memorization, analyzing, perception, comprehension, judgment and decision-making. Ability to interpret and explain actions to contractors, consultants, staff and department heads. Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

**PHYSICAL PROFILE:**

CATEGORY II – MODERATE PHYSICAL EFFORT

DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

CHARACTERISTICS

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as occasional climbing ladder, working around construction sites, etc.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	44
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FLSA	Non-Exempt
ADOPTION DATE:	6/1/2021
REVISION DATE:	
APPROVED BY:	