



CITY OF LAKEPORT JOB ANNOUNCEMENT

PROJECTS COORDINATOR

Projects Coordinator: \$4,562 - \$5,787 per month
Filing Deadline: Wednesday, July 1, 2021 - 5:00 P.M.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application and cover letter](#) no later than 5:00 p.m. on Thursday, July 1, 2021. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB 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.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

- 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.
- Ensures 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.

LICENSES AND SPECIAL REQUIREMENTS

- A valid California driver's license and a satisfactory driving record.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

DESIRABLE QUALIFICATIONS

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.

See job description for full range of desired qualifications.

PHYSICAL PROFILE

Positions in this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides in CalPERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental, and Life Insurance: The City offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for which applicant is applying.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101, so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

Open: June 21 to July 1, 2021