

# SPECIAL PROJECTS COORDINATOR II



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<b>Department:</b>	Public Works	<b>Reports To:</b>	Director of Public Works
<b>Division:</b>	Administration	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Public Works Administrator	<b>Date of Approval:</b>	October 2002

**Pay Grade Level:** 6

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## JOB SUMMARY

Coordinates the planning, organization, control, integration, and completion of special projects within the area of assigned responsibility by performing the following duties personally or through subordinate employees.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- In consultation with the Director of Public Works, plans and formulates special projects/programs conducted within the Department of Public Works
- Reviews and confers with the Director of Public Works project specifications to determine staff assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports
- Surveys project sites to determine and analyze topographical details and conditions
- Calculates dimensions, profile specifications, and quantities of materials such as dirt, concrete, and asphalt
- Inspects project sites to ensure conformity with design specifications
- Coordinates development and production activities of computerized geographical information and mapping system by consulting with management in the analysis of computer system needs for functional operation, determination of the scope and priorities of projects, and to discuss system capacity and equipment acquisitions; recommends and develops plans for system development and operations, hardware and software purchases, budget, and staffing; manages computer operation scheduling, backup, storage, and retrieval functions
- Assists the Planning Division in the review of engineering plans for new subdivision construction to ensure conformity with Parish specifications regarding drainage, road,

and all other public infrastructure to be accepted for maintenance and operation by the Parish

- Examines public property records to ascertain ownership of properties, the existence of any encumbrances and other rights-of-way, and the disposition of rights along streets, roadways, drainage ways, alleys, and highways
- Determines roads, bridges, and utility systems that must be maintained during construction; negotiates with landowners for access routes and restoration of roads and surfaces
- Releases information to concerned parties regarding parish rights-of-way agreement and arranges for modifications or release of existing agreements
- Maintains the database of all parish construction and maintenance servitudes, easements, and rights-of-way; and, monitors terms of various agreements are maintained to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of agreements; advises supervisor of pending expiration dates
- Assists surveying crews in surveying rights-of-way and lines for new construction and maintenance activities
- Prepares written descriptions of properties to be acquired

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Prepares legislative documents required for formal acquisition by the Parish Council
- Prepares reports, as required
- Assists in the completion of annual audit by retrieving departmental documents
- May receive and resolve complaints/questions/concerns received from state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding parish rights-of-way, servitudes, and construction occurring thereon
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Associate's degree or equivalent from a two-year college or technical school; or three-(3) years related experience and/or training; or equivalent combination of education and training in public works construction administration, public works project management. Must possess the ability to exercise independent judgement within established systems and procedures. Substantial knowledge of computerized geographical information systems preferred.

**Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

## **OTHER SKILLS AND ABILITIES**

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper acquisition of public lands and facilities and competent abilities in the operation of personal computers and computerized mapping systems, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.