

**CITY OF STUART
JOB DESCRIPTION**

Title: CAPITAL PROJECTS COORDINATOR
Department: Water and Sewer General Government
Job Code: 3083
Grade: S21
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under direction of the Public Works Director, performs highly technical administrative work for the Public Works Department. The incumbent coordinates private and public engineering and construction projects for the City of Stuart relative to all capital projects. Supervisory responsibilities include guidance and direction of staff and Public Works Inspectors in all phases of projects including site plan review, pre-construction meetings and construction inspection. Assignments are evaluated as work in progress and upon completion. Work is reviewed verbally or through written reports.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Prepares Commission Agenda items for awarding of proposed design and construction contracts, change orders, and progress reports.
 2. Facilitates communications among engineers, contractors, vendors, staff, citizens, governmental state and regulatory agencies.
 3. Reviews and provides analysis of contractor's project bids.
 4. Coordinates, reviews and recommends approval of reports, schedules, request for payments, change orders, and estimates prepared for work.
 5. Performs constructive reviews of contract documents, preparing reports and recommendations for project implementation; procures services and required permits for related projects.
 6. Responsible for the safety of employees and equipment.
 7. Responsible for preparation of employee annual evaluations.
- NOTE: The examples of essential functions as listed in this classification specification are not necessarily

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descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School graduate or GED supplemented by five (5) years of progressively responsible professional experience in engineering practices related to area of assignment. Bachelor's Degree from an accredited college or university in Civil Engineering preferred or an equivalent combination of training and experience in project coordination and construction management. Proficiency in Geographical Information Systems (GIS), Arc View, Arc Info, Microsoft Word and Excel field related computer programs preferred.

Possession of a valid Florida Driver License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of engineering and construction principles and practices as applied to the design, construction, and maintenance of public works facilities.

Knowledge of mathematical engineering applications, land and surveying methods, and general municipal operations.

Knowledge of current construction methods and costs for the preparation of estimates.

Knowledge of the laws and regulations applicable to the design, construction, and inspection of Public Works projects.

Working knowledge of computer skills for GIS, Arc View, Arc Info, word documents and spreadsheets.

Ability to oversee the work of technical personnel involved in design and construction projects.

Ability to establish and maintain effective working relationships with employees, contractors, developers, officials and the general public.

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Ability to read and interpret construction plans, blue prints, schematics, specifications, contract documents and technical reports and publications.

Skilled in the use of standard office equipment and tools relative to the job including vehicles.

C. Physical Requirements:

Tasks involve frequent walking on rough surfaces, standing, bending, stretching, pushing, pulling, stooping; some lifting and carrying objects of moderate weight (30 pounds); or standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires depth perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee