

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Utilities and Engineering Project Coordinator
DEPARTMENT: Utilities and Engineering
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior and/or lead-level administrative support work in the Utilities and Engineering department. Performs technical administrative support and project coordination duties. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex administrative support work for department staff; creates complex reports and presentations
- Prepares correspondence, spreadsheets, reports, purchase orders, and other required city documentation
- Oversees, coordinates, and maintains the City's database for backflow program
- Prepares and designs brochures, pamphlets, and printed materials for the City's Utilities and Engineering programs; updates department information on the website and Intranet
- Reviews and approves minor building plans, and processes water and wastewater agreements and easements
- Maintains databases documenting payment of equivalent residential connections and the departmental utility and engineering programs
- Manages Coconut Creek Pollution Elimination Company (CCPEC) data base; assists City Attorney's office on matters related to CCPEC; retrieves records and prepares reports
- Coordinates the preparation of agreements for permitting agencies and governmental agencies
- Coordinates the preparation of water and wastewater developers' agreements
- Compiles statistical reports and grant applications; maintains records and documents for periodic and/or final submission for grant funds
- Acts as liaison with the general public, contractors, developers, and vendors regarding engineering permitting and utility billing issues

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- Relays complaints and concerns of residents and contractors to appropriate personnel
- Assists senior staff in developing and preparing budget, including capital program; collects data for budgeting purposes from other agencies
- Oversees the maintenance of departmental files
- Assists Floodplain Administrator and Community Rating System (CRS) Coordinator with Floodplain management inquiries and CRS report; responds to basic floodplan management questions
- Assists with the preparation of the National Pollutant Discharge Elimination System (NPDES) report
- May provide general guidance, training, and support assistance to lower level staff members
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED required; supplemented by a minimum of three (3) years of directly-related administrative support experience; equivalent combination of education, certification, training, and / or experience may be considered.

Associate's degree in business administration or public administration preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of engineering, utilities, planning and building permit operation practices and procedures
- Knowledge of basic terms regularly used in engineering, water, wastewater, stormwater, streets, highways, bridges, planning and administrative functions
- Functional knowledge of all City departments as related to assisting officials and general public seeking direction and solution to special problems
- Knowledge of department and City codes, rules, regulations, policies and procedures
- Advanced knowledge of standard office practices, procedures, equipment, business math and administrative support techniques
- Knowledge of the English language including the meaning and spelling of words, and the rules of composition and grammar
- Advanced knowledge of Microsoft Office products (Word, Outlook, and Excel) Skill in resolving complex problems and utilizing independent decision making
- Ability to maintain a high level of confidentiality regarding sensitive information
- Ability to organize and prioritize work, as well as to balance business needs, employee needs, and business risk
- Ability to quickly and independently learn new software
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work

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- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date