

**The City of Dallas  
Class Specification**

<b>Title:</b>	<b>Project Coordinator III</b>	<b>Class Code:</b>	<b>02518</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>J</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>10/01/14</b>

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**Position Purpose:**

Review and approve plats and engineering plans to ensure compliance with the city's codes, ordinances and construction standards.

**Essential Functions:**

1. Reviews and approves plats to ensure compliance with the city's standards for water, wastewater, right-of-way, paving, storm drainage, bridge, and culvert infrastructure.
2. Reviews engineering plans from city-hired consultants or private developers for infrastructure improvements to ensure compliance with the city's construction policies, regulations, ordinances, and directives.
3. Communicates with developers, surveyors, engineers, contractors, and citizens to discuss information required for plats and engineering plans.
4. Analyzes requirements of projects to determine what infrastructure needs to be built or rehabilitated to serve the project and the future needs of the city.
5. Administers development contracts and projects by monitoring and coordinating construction and rehabilitation programs, certifying work completed, releasing water and wastewater connections, and authorizing payments to ensure compliance with constructions requirements and to avoid duplication of effort.
6. Responds to requests for information from management, the City Manager's Office, other departments, and citizens; creates and maintains project/program reports, correspondence, and other documentation.
7. Supervises clerical and technical staff to provide administrative and technical support to engineering projects.
8. Reviews and manages bond program projects funded by the city and county for compliance with construction standards for fund eligibility.
9. Performs other duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

**Skills, Knowledge and Abilities Required to Perform Work:**

Knowledge of City of Dallas plat regulations, Public Works paving and drainage and Dallas Water Utilities water and wastewater design manuals, Dallas Water Utilities and Public Works construction standards, Council of Governments specifications, and the Dallas Development Code.

Knowledge of construction materials and standards.

Knowledge of personnel procedures and practices.

Knowledge of zoning regulations and planning policies, regulations and directives.

Knowledge of Housing and Urban Development regulations and state statutes which affect infrastructure activities.

Ability to read and understand engineering plans.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

May conduct occasional field visits.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.