

City of Dallas
Classification Specification

Title:	Project Coordinator	Class Code:	02520
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	10/01/14

Position Purpose:

Provide technical and administrative support to assist in planning, developing, and managing paving, drainage, water, wastewater, and floodplain projects to ensure they meet the city's development codes and construction standards.

Essential Functions:

1. Provides technical support to engineers, technicians, and drafters to complete water, wastewater, paving, drainage, and floodplain projects to ensure they meet city's development codes and construction standards.
2. Reviews plats, engineering plans, and permit applications submitted to the city by private engineering firms to ensure that they comply with the city's construction standards.
3. Communicates with citizens, developers, engineers, consultants, contractors, and other city department staff to provide and gather information and coordinate activities.
4. Produces designs and specifications for new projects or additional items on an existing project such as water and wastewater pipeline construction and relocation to ensure they are completed efficiently, economically and in compliance with city's construction standards.
5. Completes paperwork including preparing contracts, City Council agenda packets, and reports to ensure that projects are completed in a timely and efficient manner.
6. Administers contracts, compiles bid items for contracts, calculates quantities, prepares cost estimates, calculates paving assessments, and develops technical specifications for projects.
7. Coordinates activities between utilities and other departments to ensure that projects are carried out smoothly and keep cost to a minimum.
8. May supervise, including hiring, assigning work, and evaluating performance to ensure productivity and quality standards are maintained.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Working knowledge of civil engineering and drafting work involved in solving engineering problems found in water, wastewater, paving, or drainage design work.

Knowledge of Dallas Water Utilities and Public Works construction standards, Dallas Development Code, and Council of Governments specifications.

Familiarity with Housing and Urban Development, CDBG, and National Flood Insurance Program regulations.

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 orally and in writing with a wide variety of people.

Ability to write clear and accurate reports.

Ability to use CADD systems.

May require certification as an Engineering Technician or commensurate college engineering course work.

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

Working Conditions and Hazards:

Work performed under normal office conditions.

May conduct occasional field visits.

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.