

# City of Fort Worth, Texas

## Job Description

|                             |                              |                       |              |
|-----------------------------|------------------------------|-----------------------|--------------|
| <b>Classification Title</b> | Engineer Project Coordinator |                       |              |
| <b>Job Code:</b>            | PR5820                       | <b>Job Family:</b>    | Professional |
| <b>Pay Grade</b>            | 610                          | <b>Date Reviewed:</b> | 10/19/2023   |
| <b>FLSA Status</b>          | Exempt                       | <b>Date Revised:</b>  |              |

### GENERAL SUMMARY

Oversees and provides project coordination over complex technical civil engineering work including preliminary and final design, construction inspection and contract administration for the assigned area of responsibility; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks for City Capital improvement programs and projects.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Oversees and coordinates administrative support services for the assigned division of the Department. Coordinates new engineer contracts, develops and implements programs, special programs, new initiatives and other services.
2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with applicable codes, performance standards and specifications; and makes recommendations for changes and improvements to existing standards and procedures.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of administrative support services provided, service delivery methods and procedures; and works with employees on the continuous improvement.
4. Executes start-to-finish construction project management for public roadway, sanitary sewer, storm sewer, water main construction and reconstruction projects including being the primary liaison for the city's development projects during construction with the engineer of record and assigned project inspectors.
5. Performs professional civil engineering work including the design for water and sanitary sewer main replacements, inspections and contract administration of water and wastewater facilities, traffic mitigation, facility planning and related capital improvement projects.
6. Provides professional engineering expertise in the design and construction of major civil engineering projects. Reviews, evaluates and approves a variety of engineering and constructions documents, including drawings, plans, designs, contract documents, technical specification, cost estimates, environmental documents and reports.

7. Prepares contract specifications and project requirements; supervises drawing preparation for specifications; prepares and approves contract change orders; and approves payment for completed work after inspection.
8. Acts as a liaison between engineers, contractors, city departments and citizens regarding public improvement projects and City policies and procedures. Responds and resolves citizen inquiries and complaints.
9. Reviews plan submittals, specifications, drawings and building permit applications by engineers, developers, and consultants as necessary.
10. Conducts on-site inspections or performs the inspection of materials and project for contract compliance and prepares inspection reports for routine projects.
11. Participates in the preparation and administration of the administrative support services program budget; submits budget recommendations; and monitors and verifies expenditures and revenues.
12. Prepares analytical and statistical reports on operations and activities. Prepares and presents reports, as needed.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities program for an urban planning and development division including contract coordination.
  - Methods and techniques of expediting community development business activities between private sector and city departments.
  - Principles and practices of collecting, reviewing and analyzing technical and statistical data.
  - Methods and techniques of report preparation.
  - Principles and practices of urban planning, engineering or architecture as they relate to development issues.
  - Record keeping and tracking; open record legal requirements.
  - Acronyms and language associated with Civil infrastructure plans.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent Federal, State and local laws, codes and regulations.
  - City's project management and financial deposit system.
  - City's personnel rules and regulations.
  - Technical design.
- **Skill in:**
  - Organization and time management.
  - Computers and applicable software.
  - Mathematics.

- Customer service.
- Delivering presentations.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Interpret and read complex engineering plans, designs and specifications.
  - Manage multiple projects in various phases of completion.
  - Provide administrative support services to a division or department including reports, tables, and contract coordination.
  - Research, review, analyze and interpret technical and statistical data.
  - Function as a liaison between stakeholders and city departments in matters relating to the assigned area of responsibility.
  - Draft Mayor and Council Communications.
  - Perform statistical analysis and identify trends.
  - Analyze and resolve problems.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in engineering, construction inspection, urban design, architecture, public administration or a related field and four years of administrative management experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

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

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.