

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Capital Improvement Program Project Coordinator I

**Department:** Environmental/Public Works

**Pay Grade:** 509

**FLSA Status:** Exempt

**Job Code:** E501

### JOB SUMMARY

The purpose of this classification is to plan, coordinate, manage and implement projects for the Environmental/Public Works Department. Work involves managing multiple tasks, projects, and/or programs that are a part of the City's Capital Improvement Program. Work will be performed under the direction of the Director of Environmental/Public Works, or their designee.

### ESSENTIAL JOB FUNCTIONS

- Supports overall implementation of the City's Capital Improvement Program which crosses all Departments.
- Supports strategic planning for assigned projects; establishes goals and objectives for project area; develops overall work plans for multiple projects; and establishes project area policies and procedures.
- Develops scopes of work for capital improvement projects and works with staff and procurement.
- Develops project budgets; directs development of individual project budgets; synthesizes information into administrative documents, work plans and budgeting recommendations and manages approved project budgets.
- Ensures adherence to established policies and procedures; promotes risk management and safety; evaluates overall effectiveness of projects and services; directs necessary staff in the development and implementation of changes to improve projects; and recommends broad/strategic changes.
- Works with other City Departments as needed to ensure compliance with necessary permits and regulations.

- Coordinates, plans and documents meetings including but not limited to design review, pre-bid, and pre-construction.
- Establishes effective working relationships with City employees, management, community groups, sponsors, local businesses, media representatives and other parties with project area interests and interactions; develops partnerships with other agencies and departments; provides customer service and assistance to patrons, participants, and the general public; resolves sensitive issues and problems; and provides information regarding projects, policies and services. and performs marketing and promotional activities for area projects; prepares and/or oversees the development and distribution of communications and marketing materials; engages in and coordinates public relations and outreach activities; and provides program information to websites, media venues and community groups.
- Manages the establishment and maintenance of area databases, files and records; reviews and/or prepares financial, statistical and operational records; reviews reports, correspondence and other documents; and presents information/recommendations upon request.
- Operates a personal computer and general office equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, presentation, project management, database or other system software.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in project management or related field; supplemented by a minimum of three (3) years of progressively responsible experience supervising projects, project coordination, general construction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).  
Project Management Professional Certification desired.

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles, practices, techniques and equipment used to plan, develop and implement projects.
- Knowledge of rules, regulations and applicable safety requirements governing assigned projects area.
- Proficiency with Microsoft applications such as Word, Outlook, PowerPoint and Excel.
- Knowledge of City administrative policies and procedures and of the principles of supervision. Skill in the operation of general office equipment.
- Ability to develop and execute well-rounded projects for a diverse community base. Ability to manage assigned projects, staff and resources.

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to interact with participants, volunteers and the general public in an effective manner.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **PHYSICAL DEMANDS**

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*