



Safety-Service Department

Public Works Coordinator

Mayor Pamela Bobst

Reports To:	Director of Safety-Service	Salary:	D.O.Q.
Shift:	8:30 A.M. – 4:30 P.M. Monday through Friday	FLSA Status:	Exempt
	May require some nights and weekends		

Position Overview:

Under general direction of the Director of Public Safety/Service, the Public Works Coordinator inspects capital improvement projects, assists with the ongoing maintenance of completed projects, works with the City's GIS system, plans for capital improvements, manages various projects, administers various annual public improvement programs, assists with special events planning for the City e.g. audio visual set up, is a member of the Storm Water Management Committee and performs various miscellaneous duties in the department as needed. Develops and maintains records inventory of projects and files related but not limited to capital improvement projects. The Public Works Coordinator utilizes office equipment including, but not limited to, the City's telephone system, cell phones, standard Windows workstations and GIS computer system, network servers, and other equipment including printers, scanners, plotters, cameras, field survey and measurement equipment, and operates a City vehicle. The work is performed both in a typical office setting where the employee is not generally exposed to adverse conditions and in the field during inspections where the employee is potentially exposed to inclement weather and various conditions of building construction.

Duties:

1. Project Administration duties

- Assists in developing plans and specifications for competitive bidding of annual City improvement programs including sewer televising, sidewalk/driveway repair and street paving programs*
- Maintains a record or log of daily activities for each capital project
- Reviews bid plans for accuracy and completion
 - Prepares maps and plans utilizing GIS system for measurement and quantities
 - Attends bid openings; reviews (or assists in review of) bids to determine successful bidder
 - Coordinates work schedule with City departments and contractors and inspects work on projects to determine progress towards completion; reviews and approves requests for payment as appropriate
- Assists the Prevailing Wage Coordinator (Director of Finance); with proper bid packet documentation, verifies that payroll sheets have been received from contractors to a project payment request

- Assists City Engineer and Director of Public Safety/Service in annual review and critique of City streets*
- Attends various training seminars and classes as needed to maintain current job knowledge and skills*
- Researches property deeds or easements through county records; files documentation with appropriate agencies
- Responds to questions or complaints from public or City officials regarding various capital improvements or public works construction projects; investigates complaints, gathers information and responds to complainants as needed*
- Assists department staff in performing various duties including but not limited to routine clerical duties as needed*
- Retrieves records from archives and assists Safety Service department with records retention duties.
- Will coordinate various projects (e.g. site improvements for public spaces, sidewalk repair program, street sealing program) and will communicate with contractors and the public

2. Public Administration

- Coordinates emergency electronic notification (ReadyNotify or current city-wide notification system), e.g., “Yacht Club Basin Flooding Emergency Notifications”, construction updates, etc., provided by the Safety/Service Director’s office
- Liaison between city and business owners, residents and contractors for projects and special events that are scheduled with the public
- Uses the social media app “Civically” to inform the public about capital improvements, road closures, and status of various city projects
- Will develop, maintain, and administer the public’s Sewer Remediation Program – coordinating private sewer system improvements and requirements with the city

3. Inspections

- Inspects capital improvements on projects including but not limited to repair and construction of roadways, bridges, public buildings and utilities*
 - Monitors construction to ensure compliance with relevant laws and codes; reviews plans with contractors as needed
 - Inspects construction processes and materials to verify quality of materials and work, and to verify progress towards completion
 - Directs or advises contractors to change procedures, materials, or other construction practices to comply with bid specifications, laws, codes and regulations
 - Measures, photographs and documents construction progress
 - Enforces city policies or requirements with contractors
 - Attends progress meetings as needed
- Inspects City sidewalks to ensure quality of work and materials, verifies progress, coordinates the repairs, and bills residents if necessary
- Functions as department liaison regarding various construction projects*
 - Communicates with City departments, contractors, residents, business owners, utility

company representatives and other parties as needed to provide/solicit information regarding projects and work

- Researches and resolves complaints and disputes as needed
- Builds and maintains a good working relationship with business and property owners

** Denotes essential function of the job*

Minimum Qualifications:

- The position requires an Associate's Degree or Bachelor of Science in related field
- At least five (5) years of previous experience involving residential and/or commercial construction
- Experience with a GIS system
- Experience with municipal/county sewer systems, construction project planning and customer service
- Or experience with an equivalent combination of education and understanding which provides the skills and abilities necessary to perform the job
- Must be available when situations arise from issues due to construction projects or necessary assistance as required for events, as a result, evenings or weekends may be necessary.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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