



TOWN OF EATONVILLE

"THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA"

SPECIAL PROJECTS COORDINATOR

DEPT: ADMINISTRATION

GENERAL DESCRIPTION

Under the direction of the Chief Administrative Officer, the Special Project Coordinator will be responsible for skilled technical work planning, coordinating, scheduling, working with contracts, and conducting special projects and activities. This position will be contacting and communicating with contractors and vendors, therefore experience interacting well with a diverse group of internal and external customers is required.

ESSENTIAL JOB FUNCTIONS

May plan and schedule the activities of skilled trades workers involved in maintenance and construction activities.

- May plan and coordinate activities of staff for special projects and assignments.
- May recommend improvements needed to buildings, parks, and maintenance systems.
- Helps plan the sequential process of construction to properly plan employee activity.
- May assist with developing specifications.
- Prepares workups on the cost of labor and materials for each project.
- Prepares reports on equipment and manpower usage.
- Reviews contracts for needs and services of buildings and facilities.
- Attends pre-bid conferences.
- Monitors and ensures adherence to contract specifications.
- Maintains records and reports for quarterly evaluation meetings with vendors.
- May secure related bids from contractors.
- May meet with subcontractors, division directors, etc. to estimate and plan projects.
- May oversee contracts such as building maintenance, janitorial, pest control, carpet cleaning, lawn spraying and landscape maintenance, irrigation sprinkler repair, and similar projects, depending on assignment.
- Monitors invoicing and implementing contract changes.
- Mediates with vendors on contract compliance. Inspects completed work, resolves problems and complaints.
- Gathers information for the submittal of requisitions and may process such into the Town's electronic system.
- May need to act as point of contact to receive and procure parts for daily maintenance work force needs.
- May be required to coordinate property management maintenance issues including troubleshooting depending on assignment.
- May also supervise contracted janitorial staff; building assignments; security lists and access cards and building keys.
- Completes request for quotes for work not requiring formal bid process.
- Tracks job progress according to completion time indicated in the scope of work and maintains file of contractor violations related to such.
- Tracks contractor complaints and makes recommendation for resolution to supervisor.

- Updates internal progress spreadsheets.
- Ensures contractors are licensed to practice business in the Town.
- Ensures that proper permits have been issued for the work to be performed.
- Ensures contractors adhere to insurance requirements to practice business in the Town.
- Must adhere to Federal, State, County and Local ordinances.
- Performs other duties as assigned.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Skill and ability to perform accurate data entry in HR systems.
- General knowledge of City policies and ordinances, state, and federal labor laws, as well as collective bargaining and Human Resources best practices.
- Knowledge of current business procedures and practices.
- Knowledge of health and life insurance principles, policies, and reports or ability to learn.
- Skill in using a computer, printer, fax, scanner, and photocopier.
- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

EDUCATION AND EXPERIENCE

Graduation from high school or Vo-Tech or possession of a GED; and two (2) years of experience in contract management. A comparable amount of education, training, or experience may be substituted for the minimum qualifications to include two (2) years of experience in permitting, operation management or contract management.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- VALID DRIVERS' LICENSE

ESSENTIAL PHYSICAL SKILLS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-20 pounds at times.

ENVIRONMENTAL CONDITIONS:

- Work inside an office environment.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability).