



JOB DESCRIPTION

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.

Project Coordinator

Department: Engineering
Pay Grade: 14
FLSA Status: Non-Exempt

JOB SUMMARY

Responsible for performing a variety of project coordination and management work for the Project Division within the Engineering Department. Responsible for coordinating private development initiatives to extend City of Hendersonville utilities. Collection of documents and other items required by the State and City. Track progress of utility extensions from plan development through construction, close-out, and acceptance.

An employee in this class primarily provides project management along with some administrative work in support of the Engineering Department's Project Division. The position requires independent initiative and tasks are generally directed or approved by the Project Division Manager. Work requires employee to establish and maintain project filing and database systems; to serve as project coordinator for various phases of water and sewer extension projects; and to efficiently organize project design, construction inspection and closeout information. Work is performed under general supervision of the Project Division Manager and performance is evaluated based on attainment of specific performance objectives, personal observation, and feedback from staff.

ESSENTIAL JOB FUNCTIONS

- Creates, coordinates, and maintains various project and construction data, including workflow tasks, file/directory templates, plan review & approval activities.
- Central point of contact for utility extensions
- Coordinates and manages collection of utility extension fees.
- Conveys messages or inquiries as appropriate; responds to complaints and requests for information regarding the intent of instructions, precedents, and regulations.

- Reviews utility extension submittals for completeness, sends plans for review and compiles comments, coordinates preconstruction meetings, and prepares review feedback and approvals to engineers.
- Creates and manages Project Directory
- Creates and maintains project information repositories in Teams
- Creates and manages a contact directory for each stage of internal flow process
- Creates Project Tracking spreadsheet and manages project milestones
- Maintains calendar, schedules appointments, and makes necessary meeting arrangements.
- Initiates and maintains a variety of files and records of information such as project design, permitting, construction inspection, closeout, and warranty.
- Communicates all details of Project Review requirements to engineers and developers
- Tracks progress of utility extension projects from pre application to project close out phase
- Distributes relevant items to contact people at the proper stage of process
- Assigns tasks to team members, tracks completion of said tasks, and ensures team members have the resources they need to complete their assigned tasks on time
- Reviews and prepares documents for signature
- Assists in preparation and review of legal documents
- Responsible for legal document retention and filing and assists with research of property records
- Drafts Utility Acceptance letters
- Prepares agenda items for City Council meetings
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associates Degree and one (1) year of experience in project/office management experience, preferably with a municipality, county, utility, or an engineering or construction firm; or an equivalent combination of education and experience.

Special Qualifications:

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, and equipment.
- Knowledge of departmental programs and policies.
- Knowledge of business English, spelling and arithmetic
- General knowledge of the permitting regulations and requirements for public utilities.
- General knowledge of project management, and Federal, State and Local Codes
- Interacts with staff, state agencies, developers, property owners, and contractors.
- Ability to organize and maintain accurate information utilizing Microsoft Office products (Word, Excel, Outlook, Powerpoint, Access, Teams, Project, Planner, etc.), Adobe Acrobat and others as may be required.
- Ability to communicate and explain policies and procedures to departmental staff.

- Ability to attend meetings, and accurately document notes in a shared format.
- Ability to type accurately at a reasonable rate of speed.
- Ability to make arithmetical calculations.
- Ability to give and follow oral and written instructions.
- Ability to read and understand detailed and complicated policies, procedures, and materials.
- Ability to operate a variety of office equipment to produce complex/technical documents.
- Ability to establish and maintain effective working relationships with City officials, associates and with the general public.

PHYSICAL DEMANDS

Work in this classification is defined as light work requiring the physical exertion of up to 10 pounds of force occasionally and/or up to a negligible amount of force constantly to move objects. Physical demands require climbing, crouching, crawling, standing, walking, and lifting. Vocal communication is required for responding to inquiries, expressing, or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for extensive reading, to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, and observe general surroundings and activities.

WORK ENVIRONMENT

Work is performed primarily in an office with a controlled environment as well as outside environment without exposure to harmful conditions. Telecommuting may be occasionally available.

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