

CITY OF BEAVERTON
Program Coordinator – Public Works

General Summary

Coordinate cross section activities to ensure effectiveness of public works programs. Coordinate various public works maintenance and improvement activities.

Key Distinguishing Duty

Overall responsibility for identifying, planning, coordinating and tracking assigned public works programs.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate a variety of public works related programs such as vector (mosquito) control, graffiti abatement, shopping cart ordinance compliance, fats, oil and grease (FOG), healthy streams, storm water quality.
2. Identify plan, coordinate and track maintenance projects related to assigned programs.
3. Oversee temporary or regular employees as assigned to install and retrieve insect traps and apply pesticides at detention facilities and other mosquito habitats.
4. Serve as liaison with intergovernmental agencies, local neighborhood groups and businesses. Develop and conduct public education programs as needed. Attend intergovernmental and regional meetings.
5. Program annual inspections, oversee maintenance activities and attend intergovernmental and regional meetings.
6. Oversee program activities and projects. Perform annual inspections,
7. Coordinate the healthy streams program. Work with regional services to identify projects and develop project plans.
8. Coordinate the graffiti abatement program. Work closely with the police department on cases of reported graffiti for both abatement and the prosecution of individuals found involved. Work closely with the city's code enforcement program to assure codes related to graffiti abatement on private property are enforced.
9. Coordinate the maintenance activities for public and private water quality facilities. Inspect facilities, identify maintenance needs and coordinate work activities.

10. Identify mapping information. Update maps on computer system. Monitor, update and maintain computer maintenance management systems and records.
11. Coordinate and oversee contractors, regular and temporary employees on special improvement projects involving undeveloped right of way and various city properties assuring projects are completed as designed on time and within budget.
12. Serve as a member of the section's leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Conduct and coordinate special projects as assigned.
13. Assist in the preparation and monitoring of the section budget. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non-received purchases.
14. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
15. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
18. Represent the section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
19. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
20. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
21. Participate in the City Emergency Management program including classes, training sessions and emergency events.
22. Follow standards as outlined in the Employee Handbook.
23. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.
2. Respond to citizen inquires and requests.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures for assigned area.
- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing public works activities
- ◆ Advanced knowledge of practices and principles of storm systems structural maintenance and repair
- ◆ Advanced knowledge of practices and principles of installation, construction, repair and maintenance for assigned programs.
- ◆ Advanced knowledge of practices and principles of assigned programs
- ◆ Advanced knowledge of general construction techniques.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making related to area of assignment.
- ◆ Basic knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to area of assignment.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to use tools, small equipment and heavy equipment used in assigned area.
- ◆ Expert ability to read equipment manuals, maps and engineering blueprints.
- Expert ability to compute material requirements.
- ◆ Advanced ability to maintain accurate records.
- ◆ Advanced ability to manage consultant and construction contracts.
- ◆ Advanced ability to apply and interpret codes and ordinances.
- ◆ Expert ability to read grades and compute material requirements.
- ◆ Strong ability to develop project estimates for budget planning.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to develop reports that may include technical information.
- ◆ Ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associates Degree and five years experience in the maintenance and repair of public works systems such as water quality facilities, vegetation management and vector control with 1 year operating tools and equipment used in this field and coordinating maintenance activities or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess the ability to meet the City's driving standards.
- ◆ State of Oregon Department of Agriculture Public Pesticide Applicator's License in the categories of Insecticide, Herbicide, Right of Way, and Public Health or Oregon Department of Environmental Quality Wastewater Collections System IV certification depending on assignment are required.
- ◆ Either a Commercial Driver's License-B or a Commercial Driver's License-A is required depending on area of assignment.
- ◆ Traffic flagger training required within three months of employment.
- ◆ Some positions in this classification are required to possess First Aid and CPR certification.
- ◆ Ability to pass City physical exam.

Working Conditions

Constant precise control of fingers and hand movements; daily standing for prolonged periods; occasional lifting, moving and carrying of objects over 90 pounds; frequent lifting, moving and carrying of objects over 50 pounds; constant stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to disease; daily wearing of protective gear; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional response to emergency conditions off-hours; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Classification created: 3/03
Revised: 11/04
Revised: 1/09
Revised: 4/10
Revised 5/2013

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date