



Senior Engineering Project Coordinator

Engineering

ENG/6
Pay Grade: 18

JOB SUMMARY

This position coordinates project development activities, including the preparation of exhibits, maps, and reports. Must have knowledge of AUTOCAD and use of Plotter for drafting purpose. Responsible for coordinating various activities for the Engineering Department Projects from project inception to project completion.

MAJOR DUTIES

- Performs project development and planning activities; coordinates projects with other departmental staff; develops specifications; coordinates with county utility personnel and providers to locate and identify utility infrastructure.
- Researches project data to determine easements and rights-of-way, current site conditions, and other necessary information; acquires survey information; acquires site maps.
- Collects property and site information, including warranty deeds, contracts for sale, and other real estate information.
- Coordinates meetings with County Attorney, elected and appointed officials, architects, contractors, and utility providers.
- Reads and interprets plans, surveys and legal descriptions; prints maps.
- Coordinates with Engineering Firms, vendors and landowners in the preparation the acquisition of rights-of-way; negotiates with landowners; acquires required signatures.
- Prepares comprehensive and accurate progress reports.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of common construction practices and workplace regulations.
- Knowledge of right-of-way acquisition principles and practices.
- Knowledge of land surveying principles.

- Knowledge of real estate documents.
- Knowledge of related local and state laws, procedures and policies.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of construction personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The County Engineer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include, but are not limited to, the Uniform Relocation and Property Acquisition Act, right-of-way acquisition state grant procedures, and other relevant local, state and federal regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and technical duties. Inclement weather conditions contribute to the complexity of the position.
- The purpose of this position is to coordinate project development activities. Success in this position contributes to a well maintained and safe county infrastructure.
- Employee must attend trainings in the field of: Americans with Disabilities Act (ADA), Emergency Management, FEMA, Webb County on-line trainings, and Occupation Safety and Health Administration (OSHA).

CONTACTS

- Contacts are typically with co-workers, other county personnel, property owners, engineers, land surveyors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

