

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Works  
*Division of Wastewater Facilities*  
Classified, GRADE 10  
40 Hour Week

### **PROJECTS & TRAINING COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Performs staff training, coordinating various wastewater construction/upgrade projects, and evaluating and initiating complex procurements processes; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are responsible for planning, evaluating, procuring, and field coordination of construction and major maintenance projects at the wastewater treatment facility. Incumbent is expected to make professional judgments in accordance with State law, County ordinance or policy, and the guidelines established by the Public Works Director. Incumbent is further responsible for training and monitoring employees on safe operation of plant equipment. Reports to the Division Manager or Public Works Director.

**ADA REQUIREMENTS:** This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside environmental conditions, and atmospheric conditions.

**EXAMPLE OF WORK:** (Illustrative only)

Develop bid documents for major capital purchases;  
Assist with preparation of bid documents for contracted construction and professional services;  
Coordinate construction and monitoring of various wastewater facility projects;  
Review project invoices for proper documentation and contractor compliance;  
Oversee construction site safety and recommend enhancements;  
Supervise procurement staff and training of all new employees on plant equipment and operation;  
Develop and update preventive maintenance requirements at the wastewater treatment facility;  
Assist in and perform coordination of procurement activities and booking of minor purchases;  
Monitor and maintain major materials, large tool, and store room inventories;  
Develop and manage comprehensive safety, maintenance, and operations training program;

Maintain staff training records and analyze training data for performance trends/deficiencies;  
Assist with contractor scheduling and staff utilization during joint construction projects;  
Conduct correspondence with regulatory agencies, general public and other interested persons;  
Assist in Division's annual budget preparation.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge about the development of specifications for construction of sewer infrastructure projects; good knowledge of construction management and engineering survey systems, methods and techniques; good knowledge of construction materials and of procurement and purchasing as well as the approved standards of work site safety; ability to establish and maintain effective relationship with contractors, coworkers, supervisors, and the public; relevant experience training workers on safe operation of mechanical equipment; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND EDUCATION:** Associate's or Bachelor's degree from an accredited college or university in engineering or related field and considerable knowledge of utility construction practices with five (5) years experience in an engineering or wastewater treatment environment; or any combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession and retention of valid motor vehicles operator's license issued by the State of Delaware; good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgement

Eff. 10/01/07  
Rev. 07/01/15