

Title: Projects & Training Coordinator
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2118; Hourly position; Category: Classified; Job Code: PRCR; Rev.:07/01/2021

General Description

The purpose of this position is to provide staff training, coordinating various wastewater construction/upgrade projects, and evaluating and initiating complex procurements processes. This position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops complex bid documents for major capital purchases.
- Assists with preparation of bid documents for contracted construction and professional services.
- Coordinates construction and monitoring of various wastewater facility projects.
- Reviews project invoices for proper documentation and contractor compliance.
- Oversees construction site safety and recommend enhancements.
- Supervises procurement staff and training of all new employees on plant equipment and operation.
- Develops and updates preventive maintenance requirements at the wastewater treatment facility.
- Assists and coordinate of procurement activities and booking of minor purchases.
- Monitors and maintains major materials, large tool, and storeroom inventories.
- Develops and manages comprehensive safety, maintenance, and operations training program.
- Maintains staff training records and analyze training data for performance trends/deficiencies.
- Assists with contractor scheduling and staff utilization during joint construction projects.
- Conducts correspondence with regulatory agencies, general public and other interested persons.
- Assists in Division's annual budget preparation.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires Associate's degree in engineering supplemented by four (4) years of experience in engineering design and construction, focused on wastewater treatment or any combination of education, training and experience.

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Additional Requirements:

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.

Americans with Disabilities Act 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, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, 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 deduction; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement