



Public Works Operations Field Coordinator, Senior

Category: Classified
Pay Grade: C23
Job Code: 16618

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.

JOB SUMMARY

Performs advanced technical work involving documentation, analysis, and evaluation of work requests from the public and other organizations to ensure efficient and effective use of public works maintenance and contract resources; plans and supervises department responses to citizen and department work order requests, maintains ongoing programs, reacts to emergency situations, and takes responsibility for solving operations problems; ensures safety and compliance with department standards, identifies and scopes field work, and implements the department's systematic and timely delivery of public works services; represents the County in responding to work requests including initial analysis and defining the work plan, coordinating work across various units, and implementing policies.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as the initial and primary contact in receipt and establishing work order replies to customer and caller requests for assistance received by the department;
- Prepares preliminary project packages including research of historical documents, public records, plats, site plans, project plans, permits, etc.;
- Investigates work order system requests to ensure efficient and effective deployment of forces and work completion;
- Identifies work and maintenance requirements on County roads and drainage systems, identifies resources, and prepares work order action plans to complete work;
- Plans, organizes, and supervises multiple crews to perform construction, mowing, response activities, emergency incident responses, and NPDES;
- Serves as a liaison between various departments and jurisdictional leaders for implementation of projects;
- Reviews and maintains operations plans and coordinates work plans ensuring appropriate work specifications, safety, and compliance with County standards;
- Performs continuous technical field inspections on major construction projects and may supervise contractor efforts and inspectors in specific disciplines or on very large projects;
- Participates in technical meetings with engineers and contractor representatives;
- Reviews and downloads microfiche plans for departmental use;
- Interprets specifications to clarify intent or objectives and prepares and maintains technical and cost records or reports;
- Expedites project progress by coordination of scheduling project tasks, evaluates progress, completes inspections, and related functions;
- Inspects utility installations for compliance with approved permits and plans including telephone, television, electricity, water, gas, sewage, and storm sewer piping;
- Approves payment for similar work efforts performed by County vendors;
- Utilizes asset management systems, computer, copier, and fax machine to perform various office tasks;
- Performs mapping and map verification for stormwater assets;

- May act as group leader over assigned technical or administrative functional areas or supervise subordinate personnel engaged in technical engineering inspection, field crew work, and system response activities;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in performing, supervising, or coordinating the technical and administrative functions in the implementation of public works, roadway maintenance, mosquito control, vegetation management, stormwater utilities, roadway construction, or major construction that includes supervision or supervisory training and project management or project management training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Technical Certifications related to Testing assignments.
- Florida Department of Transportation Maintenance of Traffic Intermediate Level Certification.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of road, construction, and drainage principles, methods, materials, and equipment;
- Knowledge of basic construction practices, material, specifications, codes, and regulations related to roadway and drainage construction;
- Knowledge of project management including project control, work measurement, tracking systems, evaluation, and compliance;
- Knowledge of environmental, safety, and health requirements applicable to public works projects and activities.
- Ability to perform public works contract administration and project management;
- Ability to apply computer applications and software;
- Ability to communicate orally and in writing;
- Ability to read and interpret construction specifications, blueprints, and plans and to recognize deviations from such plans during construction;
- Ability to diagnose defects and hazards in building and public works construction projects;
- Ability to read and understand technical and engineering drawings and diagrams;
- Ability to perform technical computations, analyze data, and prepare reports based on findings;
- Ability to plan, assign, supervise, and review the work of subordinates engaged in inspecting construction projects.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.