

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Technical Coordinator**  
Public Works and Utilities Department  
Engineering Division

**GENERAL STATEMENT OF JOB**

Under general supervision, provides complex technical support, including but not limited to contract assembly, project invoice processing, capital projects and operating budget expenditure tracking, requisition entry, purchase order payments and tracking, time card review and approval, and ordering of office supplies. Supervises clerical and technical staff engaged in similar work. Work involves leading and training subordinate personnel, researching problems and recommending solutions for approval. The position reports to the Director of Public Works & Utilities / City Engineer, or designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Prepares confidential correspondence, reports, public works contract documents, and official documents. Provides information, resolves routine problems or complaints, and completes tasks that may include data entry, data retrieval, and coordination with other divisions / departments / agencies.

Processes contractor and consultant pay applications and invoices in accordance with Prompt Payment Act.

Provides information, assistance, and services to the general public, employees, and others in person, through computer business applications, by telephone, or by other forms of communication.

Checks on the status of work requests, receives and initiates work orders, and

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purchase orders using a variety of business unit and administrative applications.

Researches, compiles, sorts, tabulates, summarizes and communicates information from rules, regulations, guidelines, policy manuals, customer sources, computer data, reports, files, and other sources.

Maintains and processes records of purchasing activities; ensures quantity, quality, and timeliness of goods and services against purchase specifications to accept or reject goods as indicated, and may sign for deliveries as well as resolve problems with vendors through payment processes.

Monitors Procurement (P-Card) purchases for various division staff members for all charges, and prepares corresponding monthly expenditure reports (inclusive of supporting documentation, receipts, etc.).

Coordinates with the Finance Department related to grant funds management and reimbursement processing.

Prepare travel requests and processes reimbursement documents for division staff members.

Schedules preconstruction meetings, progress meetings, and prepares minutes for Capital/City projects. Tracks and schedules Bentek Safety Training for division staff.

Monitors criteria used for impervious area calculations for Stormwater Utility Billing purposes.

Assists in support of development projects and Planning & Development cases, on an as needed basis.

Functions as the Divisions' records retention liaison to the City Clerk's Office and Divisions' Office Manager with respect to general administrative matters..

Regularly updates the City Website for Engineering and Public Works main page.

Prepares/processes requisitions for office/field purchases of materials, supplies, equipment, and services.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

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**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with six years of related experience.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Requires a valid Florida driver's license.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Technical Coordinator. Has excellent technical, bookkeeping, coordination, computer and interpersonal skills. . Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

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**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Is able to type accurately at a rate sufficient for the successful performance of assigned duties

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs. Has knowledge of basic mathematics.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

## **ADA COMPLIANCE**

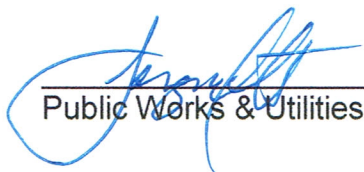
**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

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**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Public Works & Utilities Director

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Date 11/18/15