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 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 routine office and administrative work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Interacts with the public on questions and inquiries related to Public Works.

Performs related duties as required.

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

Must possess a Florida Driver License and endorsements, if any.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

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.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Ability to make sound, rational decisions in the design, operation and maintenance of safety sensitive pedestrian, bicycle, and vehicular rights-of-way. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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.

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, drafting, filing and/or the use of office equipment or supplies. Must possess good health and reflexes to move in and out of adverse traffic conditions, night inspections for street lights and under bridge inspections.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgement for field inspections and studies.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Field tasks require exposure to traffic hazards. 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.

Public Works & Utilities Director / City Engineer

10/2/19
Date