EMPLOYMENT OPPORTUNITIES Fax (586) 445-5191

CONSTRUCTION SERVICES COORDINATOR

Salary Range: $49,475 - $67,534 with an excellent fringe benefit package, starting salary depending upon qualifications and experience. A copy of the job description for this position is posted on the City's website at cityofeastpointe.net. Those candidates who meet all minimum qualifications will be required to pass an oral board interview. Prior to employment, applicant must clear a city-designated physical examination, which includes drug screening.

Under the administrative direction of the Department of Public Works and Services Director, responsible for the overall management of City buildings, sidewalk assessment program, and provide construction management/construction engineering & inspection services for various ROW improvement projects.

Minimum qualifications include high school diploma or G.E.D. with successful completion of coursework in algebra, geometry and trigonometry. Completion of advanced training with coursework applicable to engineering or engineering technology work. Bachelor's degree from an accredited college or university in civil engineering is preferred and three years of experience in technical work that includes construction engineering and inspection of various construction projects, familiarity with MDOT specification for construction projects, material testing or other technical work involving the application of the principles, methods and techniques of engineering technology and the presentation of technical documentation and information in support of coordination of engineering projects and facility asset management or an equivalent level of education and experience.

Send application and resume to the City Manager's Office 23200 Gratiot Avenue, Eastpointe, MI 48021. Position open until filled. Electronic submissions are acceptable to Ilince@eastpointecity.org. EOE

Elke Doom
City Manager
CITY OF EASTPOINTE
JOB DESCRIPTION

CONSTRUCTION SERVICES COORDINATOR

Supervised by: ___DPWS Director

Supervises: _________Clerk(s)

Position Summary:

Under the administrative direction of the DPWS Director, responsible for the overall management of City buildings, sidewalk assessment program, and provide construction management/construction engineering & inspection services for various ROW improvement projects.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Collects, analyzes, develops standards for and presents technical documentation and information for use in planning, design, procurement, construction, monitoring and compliance work as well as coordination of technical projects.
2. Assists in the recruitment and hiring of clerical personnel. Delegates and assigns work, supervises personnel, evaluates performance, mentors and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Performs field inspection of construction projects, prepares Inspector Daily Reports (IDR), and inputs data in the Michigan Department of Transportation Field Manager software.
4. Prepares bid specifications, reviews bid proposals and provides recommendations for equipment, materials and services. Oversees and monitors contracted services.
5. Confers with the DPWS Director on key issues and progress being made toward objectives. Makes recommendations to assist management in making needed improvements.
6. Interprets contract, engineering and other technical documentation to develop information pertinent to assigned technical projects or areas of responsibility.
7. Keeps abreast of facilities, sidewalks and current issues through continued education and professional growth.
8. Uses knowledge of codes, regulations, policies and procedures to do inspections, monitor and observe specialized portions of engineering, construction, maintenance and operations contracts.
9. Assists and plays a key role in capital improvement planning for the City's facilities and sidewalks (infrastructure, associated buildings and other physical assets). Works cooperatively with contracted engineers for project design and construction.
10. Conducts special studies and tests requiring application of elementary engineering principles in connection with engineering, operations, maintenance and other technological projects.
11. Prepares reports related to assigned technical problems, monitors work, details tests conducted and makes observations of results obtained.
12. Confers with and coordinates project instructions, documentation and information with designated personnel, departments, citizens and other agencies.
13. Examines and interprets source material, such as tables, contracts, engineering documents, catalogs, maps, specifications, operations manuals, drawings, office records and other documents for reference in carrying out assignments and writes engineering or other technical specifications.
14. Assembles and summarizes technical data into charts and graphs, maintains and modifies databases, records and specialized logs.
15. Calculates quantities of materials required and assists in the procurement of goods and services.
16. Evaluate bids for construction contracts.
17. Attend construction meetings.
18. Assist with field and design issues on construction projects.
19. Perform construction administration tasks for municipal engineering projects.
20. Use GIS equipment and software in support of technical projects.
21. Review and enforce consultant(s)/contractor(s) work and responses.
22. Participate and review all site surveys.
23. Assist management with engineering reports and other correspondence.
24. Follow security and safety policies and procedures in carrying out work duties.
25. Provides on-the-job training.
26. Prepares work schedules and supervises the work assigned to technical or clerical staff.
27. Performs other duties as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or G.E.D. with successful completion of coursework in algebra, geometry and trigonometry. Completion of advanced training with coursework applicable to engineering or engineering technology work. Bachelor's degree from an accredited college or university in civil engineering is preferred.

- Three years of experience in technical work that includes construction engineering and inspection of various construction projects, familiarity with MDOT specification for construction projects, material testing or other technical work involving the application of the principles, methods and techniques of engineering technology and the presentation of technical documentation and information in support of coordination of engineering projects.
• Valid State of Michigan driver's license and the ability to drive a motor vehicle on all terrain.

• Knowledge of construction management, construction engineering and inspection, and material testing.

• Knowledge of MDOT's Field Manager Software.
• Knowledge of MDOT specification for ROW infrastructure construction projects.

• Knowledge of hardware and software directly supporting assigned areas of responsibility.

• Knowledge of procurement and contract administration, and project management.

• Knowledge of the principles and practices of general construction techniques, plan review, surveying and site inspection.

• Knowledge of state and local building codes and ordinances as well as federal, state and local laws, rules and regulations.

• Ability to assemble and analyze data and databases, prepare comprehensive and accurate reports, and formulate policy and service recommendations.

• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with residents, employees, project contractors, representatives of other governmental units, professional contacts, other city administrators and the public.

• Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines and in emergency situations.

• Ability to use basic office equipment such as telephone, calculator, copier, fax and computer with applicable software applications such as word processing, spreadsheet, database, GIS/mapping and email/internet.

• City employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City.

• City employees must be physically and mentally able to perform the essential duties of their position without excessive absences, including extensive walking, and getting into and out of vehicles.

• City positions require the ability to read, speak and understand the English language as necessary for the position, including the ability to follow and oral instructions.

• Ensure compliance with plans and specifications on contract and departmental construction work.
• Provide inspections for public sewers, sewer outlets, water mains and tunnels, pumping stations, various types of buildings and structures, paving, and other construction work in the City's ROW.

• Assess the test results of construction materials and borings of subsoils, and take corrective actions.

• Read and interpret engineering plans and specifications.

• Compile and prepare reports involving mathematical calculations.

• Coordinate and facilitate completion of multiple and varied assignments.

• Communicate effectively, orally and in writing.

• Follow security and safety policies and procedures in carrying out work duties.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. The employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in both an office and field setting, stand, sit, stoop, walk and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of moderate weight and must frequently operate a vehicle to travel to other locations.

While performing the duties of this job, the employee is also required to work in the field to inspect and direct engineering and public works projects including walking up to five miles per day. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the office work environment is usually quiet to moderate but may become loud on project sites.

This job description does not constitute an employment agreement between the City of Eastpointe and employee and is subject to change by the City of Eastpointe as the needs of the City and requirements of the job change.