



ORGANIZATION: City of Lincoln City
JOB TITLE: Public Works Administrative Coordinator
FLSA STATUS: Non-Exempt, Grade 10
UNION: AFSCME
UPDATED: July 2022

PURPOSE OF POSITION: Perform a wide variety of administrative, technical and project management tasks in support of the Public Works Department which consists of a variety of departments including: Building Maintenance, GIS Programs, Engineering, Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collections and Streets.

ESSENTIAL JOB FUNCTIONS:

Provide a friendly and knowledgeable front-desk presence for the Public Works Department. Use excellent customer service skills and good judgment when receiving and responding to questions from the public and City staff. Assess the request and follow through or take messages and refer to appropriate staff for handling. Coordinate information as needed such as between agencies, field and administrative staff. Assign priority status and escalate as needed.

Answer complex questions about the City's application for permit process and use GIS to provide information about locations, depths and distances of water, storm and sewer drainage locations. Provide general information to the public, as competency allows, including backing-up and assisting the Public Works Engineering Technician and engaging in initial customer meetings to assess engineering and construction needs and provide general information to the City Engineer.

Receive and process requests and calculate fees. Work with consultants to assign transportation fees for various projects.

Provide broad general administrative and technical support to the Public Works team by performing such duties as: compiling information, preparing letters and reports, copying, scanning, binding and distributing materials for daily use and special projects; creating professional service agreements for City projects, researching damage claims involving utilities and City property and coordinating information with the District Attorneys office as needed, ordering and stocking office supplies, maintaining subscriptions and memberships and distributing mail.

Provide broad administrative and technical support to the Engineering team, including scheduling pre-construction conferences for engineering projects and private developments, identifying and scheduling inspectors as appropriate and notifying Engineers, contacting developers as necessary regarding signing and payment of fees and researching title reports, easements and other agreements and discuss with the City Attorney and Engineering.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Engage in purchasing, requisition and receipts activities including: following Finance processes for requesting checks and payment, approving invoices for payment, collect receipts for support of staff purchase card payments and coordinating with Public Works staff to ensure timely issuance of payments to vendors.

Intake requests and order supplies for large Public Works team, including safety equipment and uniforms. Maintain and track inventory. Design and create signs and other information (such as safety tags for equipment) as needed. Proactively identify other ways to assist the Public Works Supervisors to ensure safe practices and readily available supplies.

Maintain the Public Works section of the City's website, including updating and maintaining forms and informational content.

Provide support to the Public Works Director by identifying the need for staff meetings for the Public Works Administrative team and scheduling, scheduling meetings with the Supervisors and Engineers as well as other departments, assisting with scheduling the annual duty and call out duty rosters and providing them to the Police, scheduling and coordinating staff training as well as coordinating and documenting the vehicle pool for all City departments.

Assist the Public Works Director with the organization and coordination of budget materials across all divisions of the Public Works Department. Assist with itemization and tracking of expenditures and projections and entering them into the system.

Receive and provide processing support of demolition permits to coordinate with building permit files for reconnections and SDC purposes as well as plans and research projects for residential commercial projects such as those involving tree removal, excavation, grading and fill, work in the public right-of-way, water, sewer, storm drainage, retaining walls, etc. Maintain Public Works right-of-way permits, tree removal permits and verify easements.

Create work orders as needed and issue them to the appropriate Public Works division or other departments for handling. Follow-up on job completion and maintain log books. Initiate building maintenance orders as needed.

Assist with locates by reviewing locate requests, using GIS to determine locations/distances and coordinating utility inspections with field crews as needed.

Dispatch field crews via radio, cell phone and pager for emergency and non-emergency situations. Coordinate with emergency agencies for smoke testing, road closures and emergency work.

Set-up and maintain files and record keeping systems, e.g. for Department of Environmental Quality, map and tax lots and engineering project files. File and retrieve documents as necessary. Create, update and manage database of local contractors. Manage archives and records retention procedures.

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Work with stakeholders to design and create a document and data management system for the Public Works Administrative team. This includes scanning capital project files, listing and attaching documents and consistently labeling in order that any team member can immediately identify the status of a project. Take ownership of the system and upgrade, enhance and improve as needed. Assist others to locate records as needed.

May act in an administrative coordination role in support of the Public Works Director in an EOC in the event of a disaster.

Use Microsoft Word, Excel, Powerpoint, ViewWise, Caselle, GIS and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High school education or equivalent supplemented by at least two years training in a construction, public works, municipal or other busy and complex office environment and three years of strong administrative experience or five years related experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Advanced knowledge of office practices and procedures, business English, composition, word processing and spreadsheet software, administrative practices and research methods. Ability to comprehend and interpret applicable laws, rules and regulations and general familiarity with relevant legal documents; communicate effectively both verbally and in writing using excellent customer service skills; prepare clear and concise reports, correspondence and other written materials and read charts, maps and plans as well as maintain effective organization and time management using computers.(Word, Excel, Powerpoint, ViewWise and GIS) as needed. Demonstrated ability to exercise sound judgment within established guidelines and supervisory direction. Knowledge of blueprints and engineering drawings sufficient to make scale conversions. Ability to identify issues, solve problems and manage projects to completion on deadline. ICS and EOC training.

SPECIAL REQUIREMENTS/LICENSES: None.

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DESIRABLE REQUIREMENTS: Bilingual (English/Spanish). Experience in an EOC.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director.