



## ENVIRONMENTAL PROJECT COORDINATOR

**Department: Multiple**

**Job Class: 931800**

**Pay Range: Professional 07**

**FLSA: Non-Exempt**

**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is complex and responsible contract and project management work performed for Pierce County. An employee in this classification is responsible for performing skilled contract planning and project management tasks. Assigned tasks are in support of, and in association with non-profit agencies, citizens, contractors, consultants, other County Departments, regulatory agencies, and others.

### **ESSENTIAL FUNCTIONS:**

- Provide technical assistance; prepare and review contracts, specifications, project plans, and correspondence.
- Observe and inspect work in progress to ensure proper procedures are utilized and project specifications are fulfilled.
- Work with departmental budgets and bid procedures; evaluate, monitor, and implement federal, state, and local laws and regulations; conducting eligibility and environmental reviews of assigned activities; assist in the selection of contractors, subcontractors, and suppliers; assist in the selection of projects for funding; resolve problems and conflicts; and report on project progress.
- Research, develop, design, implement, and monitor projects and programs and provide tracking of the various elements of those projects and programs.
- Coordinate development and review of contracted work by preparing requests for proposals, bids, work orders, and contracts.
- Provide oversight of contracts to ensure compliance with contract documents, permits, insurance, and other applicable requirements.
- Develop and monitor schedules, budgets and contract expenditures. Prepares and processes monthly progress payment estimates on contractor completed work.
- Monitor and evaluates assigned activities for progress, completion, fund expenditures through on-site reviews, desk audits, inspection, and other appropriate means.
- Coordinate field activities of all phases and elements of a variety of projects to ensure contract specifications are met.
- Develop processes and procedures relative to contract/project management.
- Maintain contract files, records, data, progress reports, and financial data.
- Prepares progress reports on project status, statistical, and financial status.
- Negotiate and makes recommendations on contracts, change order requests, and revisions to contract agreements.
- Make recommendations for the resolution of contract disputes and protests, and corrective actions, as necessary.
- Participate with Program, Division, and Department management, and other project managers to solve problems throughout project development and completion.
- Assist in developing and maintaining records and reporting systems per internal, county, state, and federal guidelines, providing for proper quality control.

## **ENVIRONMENTAL PROJECT COORDINATOR**

### **Classification Description - Pierce County**

#### **Page 2**

- Refine and uses a model for ongoing data base accumulation for the purpose of determining progress toward County goals.
- Communicate with customers and the public relative to problems which arise during a variety of projects.
- Assist in the preparation and maintenance of grant packages.
- Participates in the development of program strategic plans and performance measures.
- Work with cities, towns, County departments, health officials, regulatory agencies, contractors, the general public, and other public and private agencies.
- Attends hearings and public meetings with advisory boards, cities, towns, contractors, other County departments, and other regulatory agencies to inform and solicit support and participation in programs as well as general community educations.

#### **OTHER JOB FUNCTIONS:**

- Performs other related job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general supervision of a Program Manager. Assignments are received in general form with considerable latitude for independent judgment. The Environmental Project Coordinator does not perform supervisory responsibilities

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work is performed in an office environment and in the field at various locations. Travel to work locations throughout the county is required. Standing, bending, walking uneven terrain for extended periods of time may be required. Use of sight and hearing to inspect, observe, and monitor work being completed. Work is subject to exposure to hazardous fumes, gases, chemicals, and litter dumping sites. Field inspection work is subject to inclement weather conditions.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. This position requires finger dexterity to use and operate a personal computer. Walking, standing, and observing work over extended periods of time. Use of eye sight to inspect and monitor field work being performed. Driving to various work sites and to attend meetings or conferences. Work around hazardous fumes, chemicals, litter, and illegal dumping sites. May lift, carry or move items weighing 30 pounds.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Public and private business practices and administrative contract management and project management procedures.
- Principles of specific field for which assigned e.g. Solid Waste, Building and Code Enforcement management practices, procedures, applicable codes and ordinances and systems.
- Bid advertising and bid awards in conformance with state law.
- Inter-departmental and inter-governmental communication and cooperation.

#### **KNOWLEDGE, SKILLS AND ABILITIES continued:**

##### **Skill in:**

## **ENVIRONMENTAL PROJECT COORDINATOR**

### **Classification Description - Pierce County**

#### **Page 3**

- Collecting data and making presentations to groups, communities, and officials.
- Dealing effectively and amicably with individuals and groups.
- Use and operation of a personal computer.

#### **Ability to:**

- Research, compare, and evaluate proposals and opinions for programs and prepare concise reports describing their potential impacts.
- Manage multiple diverse projects.
- Work cooperatively with private industry, including contractors, suppliers, and vendors; to implement public policies and mandates through enhancement and involvement of the public and private sector.
- Understand, interpret, and apply county, state, and federal regulations as related to the specific department.
- Research, develop, plan, implement and monitor programs and projects.
- Collect and analyze technical information and to develop logical solutions or alternatives to problems.
- Communicate effectively, both verbally and in writing with a wide variety of individuals and groups.
- Observe, inspect, and identify proper or improper procedures and ensure project specifications are fulfilled.
- Establish and maintain effective working relationships with other County employees.
- Negotiate contract and service agreements with private contractors, vendors, cities, towns, and related governmental agencies.
- Perform multiple tasks and meet assigned deadlines in a timely manner.
- Lift, carry or move items weighing at least 30 pounds.
- Meet the travel requirements of the position.
- Perform the essential job functions.

#### **MINIMUM REQUIREMENTS TO APPLY:**

- Graduation from a four-year college or university with major course work in business, public administration, project or construction management, or other related discipline; and,
- Three years' experience related to the position in either the private or public sector.
- Additional experience or education may substitute for the position requirements.

#### **Special Note:**

- Must have a valid Washington State Driver's License. (Note: If a candidate possesses a valid driver's license from another state, a Washington State driver's license shall be required within 90 days.)
- This position may require office and/or field work and routinely lifting 30 pounds. An employee in this class may be required to work evening and weekends.
- Satisfactory physical condition, as evidenced by a County-approved physical examination.