

CITY OF CHATTANOOGA

Classification Specification Title: Capital Projects Coordinator (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09N

Supervision Received From:

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 11/16/17

Revision Dates: 4/1/25;

8/27/24; 10/20/23; 10/01/22

CLASSIFICATION SUMMARY:

The Capital Coordinator is responsible for monitoring and reporting on funded capital projects, and providing support to the Strategic Capital Planner on the Capital Improvement Plan (CIP) process. Duties include: developing and maintaining a database of city-funded capital projects; using databases to report on project status and to track project delivery rates by department; assisting capital project managers in creating capital project implementation plans; identifying and communicating to supervisor potential project barriers; and providing administrative support to supervisor during the CIP process.

SERIES LEVEL:

The Capital Projects Coordinator is the first in a three-level series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Assists in the capital improvement plan process through cross-departmental communications, meeting scheduling and preparation, and document and presentation development.

Provides administrative support to the supervisor during the CIP process, including scheduling meetings, creating instructional and training materials, and other documents as needed.

Develops, maintains, and monitors a database for all capital projects for the purposes of project monitoring and reporting.

Works directly with department staff to ensure the database is updated at regular intervals.

Provides reports to supervisor on project spending and completions rates, and identifies projects and/or departments needing additional support to promote timely project delivery.

Serves as the initial contact for departmental requests for capital planning support.

Creates reports on completed projects to be used in year-end summary of accomplishments.

Collaborates with departments and agencies to ensure integrity of capital budgets and expenditures; assists with complex problems; and provides technical expertise.

Assists in review of local and national development trends; compiles research and best practices related to capital planning.

Assists in the preparation of the Capital Improvement Plan presentation to the Mayor and City Council.

Supports public engagement strategies for the capital planning process.

Participates in a variety of meetings; and communicates and collaborates with internal departments, some external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Project Management, Accounting, Business Administration, Public Administration or related field and experience in or related to financial, budgetary or communications work in the public sector or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of data analysis methods and principles; budgeting principles and governmental accounting practices; capital budget development and reporting principles; statistical techniques and applications; research methods and techniques; and, policy and procedure development and implementation practices.

Skill in using a computer and related software applications; using Microsoft Excel and Google Sheets, including creation of charts and basic data visualizations from a spreadsheet or database; administrative and organizational; reading, comprehending, and reviewing financial information; identifying and communicating problems and possible solutions to supervisor; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to create a positive, collaborative.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, fingering, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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