

CITY OF CHATTANOOGA

Classification Specification Title: Engineering Coordinator

Department: Public Works

Pay Grade: GS.12

Supervision Received From: Engineering Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/2/25;

10/20/23; 9/19/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing technical work associated with designing and coordinating civil engineering projects and ensuring projects comply with established design criteria and codes. Work may focus on one or more of the following areas: design and hydraulics, pavement & materials or construction engineering and inspection. Work receives limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Engineering Coordinator is the second-level of a three-level engineer 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.)

Coordinates engineering project management activities which includes: developing, formulating and implementing pavement management procedures, processes, and long-term plans; designing and coordinating civil engineering projects, ensuring compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; preparing and maintaining City design standards; preparing and maintaining City applicable design standards; creating conceptual engineering designs; reviewing and coordinating design reviews; serving as a construction liaison; resolving construction-related issues; investigating project locations; coordinating bid processes and performing other related activities.

Coordinates and schedules meetings related to engineering projects; participates in construction progress meetings with contractors, architects, engineers, and other applicable parties; conducts visits to project sites.

Responds to requests for information and complaints from the public; elevates issues to appropriate personnel when appropriate.

Provides technical expertise to internal staff and external agencies regarding engineering projects.

Investigates conditions of existing sanitary and storm sewer systems, slope conditions, and roadway distresses; assists with infrastructure inspections.

Processes a variety of documentation associated with departmental operations per established procedures and within designated time frames; distributes documentation and retains records. Inspects project sites under construction.

Prepares and completes various forms, reports, correspondence, design drawings, preliminary layouts, contract documents, project lists, cost estimates, meeting minutes, work orders, schedules, punch lists or other related documents.

Maintain a variety of engineering records and documentations including project financials for a variety of operations, as required by the City Finance Department. Responsible for submission of reimbursement packages for reimbursement of federal funds.

Verifies the accuracy of data entered in applicable automated systems; makes corrections as appropriate.

Participate in/on a variety of meetings, public forums and/or other related groups to receive and convey information.

May review and coordinate work products with stakeholders and the general public, making corrections accordingly and coordinating those changes in a way that retains, if at all possible, the project scope, budget, and schedule.

May manage project communications, measure, and report schedule performance to project stakeholders. Outside of regular inter-Departmental coordination with the Mayor's Office, Office of the City Attorney, Finance, Purchasing, Technology Services, and other divisions of Public Works, this classification frequently involves creating and managing public-private partnership agreements that contain the donation of funds and/or services, Right of Entry Agreements, and easement acquisition to assist with project completion, stakeholders must be managed effectively and kept apprised of project status

May communicate with management staff, other employees, developers, engineers, contractors, and external organizations to coordinate activities Maintain a variety of engineering records and documentation

May coordinate with and directs design staff to complete internal engineering design projects

Uses, carries and answers cell phones for business purposes as determined by the assigned job duties and the department head.

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):

Participates in the year-to-year and multi-year Capital Improvement plan, including contribution to the creation of the plan as well as ongoing maintenance of its projects, as assigned.

Understand and manage long-range priorities and adjust daily work scope independently and accordingly to achieve on-time and on-budget success.

Responsibly manage work processes and procedures as needed to assure success; identify and mitigate risk, and ensure adherence and compatibility with organizational goals, objectives, and initiatives.

Represent the department and/ or the City at a variety of meetings, public events, training sessions, on committees and. or other related events or groups to receive and convey information pertaining to City policy, projects, or programs.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Civil Engineering (B.S.C.E.) and three (3) years' experience in contract/project management, computer-aided design, and drafting; and/or construction management or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Professional Engineer (P.E.) License Preferred

Valid Driver's License

Preferred level 1 and 2, Tennessee Erosion Prevention and Sediment Control Training Program for Construction Sites.

May require TDEC Level 1 Fundamentals of Erosion Prevention and Sediment Control for Construction Sites must be obtained within one (1) year of hire.

May require TDEC Level 2 Design Principles for Erosion Prevention and Sediment Control for Construction Sites must be obtained within one (1) year of hire.

SUPPLEMENTAL INFORMATION:

Knowledge of civil engineering principles; construction and materials engineering principles; geotechnical engineering principles; project management principles; construction surveying principles; customer service principles and applicable laws, ordinances, codes, rules, regulations, policies, and procedures. Thorough understanding of engineering principles and maintenance practices. Excellent multi-tasking, time-management, organization and prioritization skills with a proven ability to communicate complex analysis in a succinct and actionable manner

Proven skills in working effectively with team members from different disciplines

Proficient in AutoCAD, Revit and Microsoft Office applications, such as Word, Excel, and PowerPoint, and SharePoint. Demonstrated ability to continuously learn and self-improve. Demonstrated ability to identify, develop, propose, and implement effective plans to improve overall efficiency. Demonstrated analytical problem-solving skills with ability to troubleshoot complex problems and address root causes. Provides a high level of service with strong customer focus and builds effective relationships with supported teams. Proven ability to communicate and

present technical information effectively to all audiences. Knowledge of green infrastructure and LID.

Experience in site design, entitlements, and permitting with local jurisdictions Candidates should be prepared to review and interpret plans and specifications, submittals, reports, schedules, modifications, cost estimates, pay applications, change orders and claims. Knowledge of local, state and federal permits for stormwater requirements.

Skill in managing projects; utilizing applicable tools and equipment; interpreting and applying applicable laws, codes, rules, regulations, policies, and procedures; interpreting a variety of technical plans, drawings and/or other related documents; analyzing and making appropriate recommendations on engineering problems; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

Strong verbal and written communication skills; Capability to professionally deal with changing priorities and requirements; Expertise and proficiency with basic office computer software, and the ability to learn how to effectively use maintenance software to input data and research parts; Skill in using a computer and related software applications such as Google Workspace Software; Experience in using Microsoft Office software such as Excel and Word; Experience in utilizing Computerized Maintenance Management Software (CMMS); Providing customer service; reading and comprehending a variety of technical plans, drawings and models; Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Preparing technical documents.

PHYSICAL DEMANDS: Positions in this class typically require reaching, manipulating, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or A negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to vibrations, fumes, dust, and extreme temperatures.

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.