

TRANSPORTATION PROJECTS COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Transportation Projects Coordinator is responsible for monitoring the implementation of the City's Transportation Capital Program. This position reviews transportation capital projects data and monthly progress reports in a project monitoring database for reasonableness, and makes corrections as needed; communicates potential problems to upper management when federal, state, regional, and local funding is in jeopardy; and researches, recommends, and provides assistance with problem resolution. This position serves as liaison between Transportation, Engineering, and outside government agencies for the transportation capital program. Duties include: monitoring and reporting progress on the schedule of all transportation capital program projects; monitoring and reporting on the financial status of transportation capital program projects; coordinating the preparation and submission of all reports and forms required by Maricopa Association of Governments (MAG) for projects in the Arterial Life Cycle Program (ALCP) and Transportation Improvement Program (TIP) (example: project overviews, project agreements, project reimbursement requests, grant writing, ALCP annual updates, project commitments, model updates, Highway Performance Modeling System data updates, etc.); reviewing and coordinating the department's responses to MAG and Arizona Department of Transportation (ADOT) on changes to the ALCP and TIP; monitoring the status of all reports and forms required by ADOT for projects with federal funding, and projects in the Statewide Transportation Improvement Program (STIP) (examples: federal aid project status, etc.); taking action to ensure reporting requirements are met; and preparing project initiation packets which define a project's scope of work, funding sources, and available budget, and submitting them to Engineering in order to initiate the transportation project. The Transportation Projects Coordinator will also identify, define, and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. This position performs related duties as required.

Distinguishing Features: A Transportation Projects Coordinator is expected to display considerable initiative and independent judgment in performing monitoring activities and reporting, and in resolving matters sensitive in nature with diplomacy and tact. This class is supervised by the Supervising Engineer, who reviews work through observation, reports, meetings, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Engineering, Construction Management, or related field. Considerable (3 - 5 years) administrative experience in public works projects such as project management or capital project budgeting.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Experience in transportation and the federal-aid highway projects process is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates information, ideas, and recommendations through verbal and written reports. Organizes and presents verbal and written research/analytical reports. Prepares letters, memos, and reports (examples: project initiation, project overviews, status, etc.) using clearly organized thoughts, proper sentence construction, punctuation, and grammar at a level appropriate to the audience. Alerts Engineering Project Managers and upper Transportation and Engineering management when project grant funding is in jeopardy. Researches, recommends, and provides assistance with problem resolution.

Manual/Physical: Operates a City vehicle requiring a standard Class D Arizona Driver's License to conduct field reviews, as well as attend meetings at various locations. Operates a variety of standard office equipment such as a copier, facsimile machine, telephone, and calculator. Enters data into a personal computer (PC) to prepare reports, studies, etc., and correspond via email.

Mental: Resolves procedural, operational, and other work-related problems through discussion, review of issues, meetings, and observations. Coordinates work activities with other City departments, other cities, and other agencies. Performs mathematical calculations and statistical computations. Assists in preparing the department budget as it relates to capital improvement projects. Comprehends and makes inferences from written material including plans, reports, specifications, change orders, etc., to prepare reimbursement requests and MAG Project Overviews.

Knowledge and Abilities:

Knowledge of:

principles and practices of public works management;
methods and techniques used in the planning, programming, design, and construction of transportation improvement projects;
federal, state, and local regulations, codes, and policies pertaining to the federal-aid highway projects process, grant funding projects, ALCP projects, and the design and construction of transportation projects;
symbols and terminology used in engineering drawings and documents;
PC software for spreadsheet and database applications; and
Mesa's budgeting process and procedures, Mesa's system of accounts, funds, bonds, and revenue sources.

Ability to:

monitor and report status of transportation projects, schedules, and budgets;
prepare oral and written reports for City management;
initiate and conduct meetings for assigned projects;

establish and maintain effective working relationships with City officials, other professionals, coworkers, and the general public;
examine reports and plans prepared by others to ensure factual accuracy, completeness, and soundness of reasoning;
exercise independent judgment and initiative in resolving problems and in determining work methods;
become a technical expert on federal aid (CMAQ, SRTS, HSIP, etc.) requirements and MAG/ALCP policies and procedures; and
become a technical expert on National Environmental Policy Act (NEPA) approvals, categorical exclusions, environmental impact studies, and environmental mitigation measures.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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RM/eb/js

CS4909

EEO-Prog

JOB FCTN-ADM

INCREMENTS 38-200

PAY GRADE 54

IND-9410

SWORN-No