

CITY OF OTHELLO
JOB DESCRIPTION

POSITION: Municipal Services Coordinator EXEMPT: Yes
LOCATION: Public Works Building SHIFT: Salaried
REPORTS TO: City Administrator TYPE: Full Time
PREPARED BY: City Administrator

SUMMARY: The position of Municipal Services Coordinator is responsible for administration within the Public Works Department. Administrative aspects involve planning, organizing, and directing the various administrative functions within the department and managing independent contracts. The major emphasis of the Public Works Department involves work and infrastructure in water, sanitary and storm sewer, streets, and parks. Engineering design, specifications and inspection.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- a. Write and manage contracts for small public works projects to include: plans and specifications for proposed work, conduct the bidding process, inspect work, and recommend changes and acceptance of the projects.
- b. Manage department operating expenditures and capital improvement plan, and prepare annual budget in coordination with Lead Field Maintenance Worker.
- c. Assemble and present written and verbal reports to administration.
- d. Build, maintain and safeguard department records.
- e. Develops and implements policies, procedures and practices to provide services in engineering, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment.
- f. Directly supervises the work activities of staff in an office support function such as bookkeeping, word processing, administrative support or general clerical. Works with the Lead Field Maintenance Worker to Plan and schedule work operations and employee assignments.

EDUCATION/EXPERIENCE: B.A. preferred; a combination of education and experience that demonstrates considerable knowledge of methods and procedures for construction and maintenance of public infrastructure; high skills in contracts and implementation methods and procedures supporting operations and accomplishing projects.

LANGUAGE SKILLS: Ability to comprehend detailed and complex standards, procedures, policies, issues, programs and projects. Skill in translating technical concepts to inform members of the general public, officials, employees and contractors in one-on-one and small group situations. Skill in efficiently communicating directives to

general public, and contractors, in terms that assures performance that reasonable reflects department procedures and city policy.

MATHEMATICAL SKILLS: Skill in manipulating common engineering formulas to evaluate problems and compute viable options. Skill in computing, constructing and interpreting charts and graphs.

REASONING ABILITY: Ability to identify and discern interrelationships among multiple variables which may consist of extensive details, figures, concepts or principles, which may occasionally be conflicting, or obscure. Ability to interpret multiple variables to formulate application to practical problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess and maintain a current State of Washington Drivers license after the first 30 days of employment.

EQUIPMENT OPERATING SKILLS: Skill in performing operations using office equipment common to this department, to include: telephone, mobile radio, computer keyboard, word processing or data entry software, copier and printer.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand and/or walk for a two hour period or sit for a two hour period. The employee must occasionally lift 25 lb. and more with assistance. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to hear.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works near moving mechanical parts and in highly variable outside weather conditions and is exposed to fumes or airborne particles and vibration. The employee occasionally works in the presence of toxic or caustic chemicals. The employee regularly is in an office environment. The noise level in the work environment may and can exceed 85 dc.

WORK SCHEDULE:

THIS IS A SALARIED POSITION. HOURS ARE USED SOLELY FOR RECORD TRACKING, CALCULATION, AND BUDGETING PURPOSES. IT IS NOT DESIGNED TO ADJUST THE PAY ON HOURS WORKED.

The “normal” work scheduled is 40 hours per week, 8.00 hours per day, 5 days per week, (Monday through Friday). The exact schedule may be flexible, depending on the requirements of the department and the demands of the work load, and are assigned and approved by the City Administrator. The City of Othello requires punctual attendance, working on-site as necessitated by job elements, working a full-time schedule. Time off may be approved if allowed by applicable policies covering illness, injury, personal emergency, or other personal time-off.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the City Administrator.

Employee	Date	Employer	Date
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