

## PROGRAM COORDINATOR (CAPITAL PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for coordinating simultaneous multiple capital improvement projects through all stages of development including immediate and long range planning, consultant coordination, design management and review, quality assurance and warranty administration. An incumbent allocates capital resources in accordance with department procedures and in keeping with long term planning strategy. Supervision may be exercised over a non-professional engineering staff. Oversight over professional and non-professional engineering consultants is a responsibility of the class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates non-recurring and capital construction programs, acting as liaison between the Department of Environmental Facilities and the Department of Public Works;

Evaluates capital project proposals from the water distribution and water treatment division, the water resource recovery facilities, the wastewater pumping stations and the division of solid waste, and makes recommendations regarding same;

Maintains liaison with other county, municipal, state and federal agencies as they relate to capital projects;

Attends construction meetings to monitor progress on capital projects, particularly adherence to project specifications;

Reviews financials of bonded projects to ensure that expenses are authorized and charged to the proper accounts;

Assists in monitoring expenditures related to both engineering and construction to ensure budgets are adhered to;

Represents the department in meetings with outside contractors and vendors as well as other County departments;

Conducts in-depth analysis of parcels to be added and/or deleted from water and sewer districts; performs feasibility studies for proposed boundary changes; and ensures compliance with all sanitary codes and environmental guidelines;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of engineering for the purposes of monitoring adherence to capital projects' specifications; good knowledge of departmental objectives, policies, operations as they relate to capital projects; ability to establish effective working relationships with individuals from other County departments as well as municipal, state and Federal agencies and consultants and contractors; ability to communicate effectively, both orally and in writing; ability to perform the essential tasks of the position; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; good judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in engineering, and six years of experience (pre-or post-degree) in engineering or construction administration, two years of which must have involved the oversight and coordination of consultants and/or contractors working on complex public sector capital improvement projects; or (b) Bachelor's degree\* and eight years of experience (pre- or post-degree) as stated in (a).

SUBSTITUTION: A Master's Degree\* in Engineering may substitute for one year of the general experience. There is no substitution for the specialized experience.

DEFINITION: Complex public sector capital improvement projects are defined as those which must have involved the coordination of two or more of the following trades: plumbing, electricity, carpentry, masonry, welding or HVAC.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.