

PUBLIC WORKS OPERATIONS FIELD COORDINATOR, SENIOR

Job Code	Pay Grade
16618	CL16

Nature of Work

This is advanced technical work involving documentation, analysis, and evaluation of work requests from the public and other organizations to ensure efficient and effective use of public works maintenance and contract resources. Incumbents plan and supervise department responses to citizen and department work order requests, maintain ongoing programs, react to emergency situations, and take responsibility for solving operations problems. The incumbents are responsible for ensuring safety, compliance with department standards, identifying/scoping field work, and implementing the department's systematic and timely delivery of public works services. Employees in this classification represent Pinellas County in responding to work requests including initial analysis and defining the work plan, coordinating work across various units, and implementing policies. Work is performed with considerable independence and employees are afforded reasonable latitude for technical decision making, discretion, and judgment. Supervision may be exercised over subordinate personnel, or employees may act as group leader over an assigned activity.

Minimum Qualification Requirements

- 4 years experience in performing, supervising or coordinating the technical and administrative functions in the implementation of public works, roadway maintenance, mosquito control, vegetation management, stormwater utilities, roadway construction or major construction that includes supervision or supervisory training and project management or project management training; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Technical Certifications related to Testing assignments.
- Florida Department of Transportation Maintenance of Traffic Intermediate Level Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are all inclusive.)

- Serves as the initial and primary contact in receipt and establishing work order replies to customer and caller requests for assistance received by the department.
- Investigates work order system requests to ensure efficient and effective deployment of forces and work completion.
- Identifies work and maintenance requirements on county roads, drainage systems; identifies resources and prepares work order action plans to complete work.
- Plans, organizes, and supervises multiple crews to perform construction, mowing, response activities, emergency incident responses, and NPDES.
- Reviews and maintains operations plans, coordinates work plans ensuring appropriate work specifications, safety, and compliance with county standards.
- Performs continuous technical field inspections on major construction projects and may supervise contractor efforts and inspectors in specific disciplines or on very large projects.
- Interprets specifications to clarify intent or objectives and prepares and maintains technical and cost records or reports.
- Expedites project progress by coordination of scheduling project tasks, evaluates progress, completes inspections, and related functions.
- Inspects utility installations for compliance with approved permits and plans including telephone, television, electricity, water, gas, sewage and storm sewer piping.

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(continued)

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Illustrative Tasks (continued)

- Approves payment for similar work efforts performed by county vendors.
- Utilizes asset management systems, computer, copier, and fax machine to perform various office tasks.
- May act as group leader over assigned technical or administrative functional areas or supervise subordinate personnel engaged in technical engineering inspection, field crew work, and system response activities.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of road, construction, and drainage principles, methods, materials and equipment.
- Knowledge of basic construction practices, material, specifications, codes and regulations related to roadway and drainage construction.
- Knowledge of project management including project control, work measurement, tracking systems, evaluation, and compliance.
- Knowledge of environmental, safety, and health requirements applicable to public works projects and activities.
- Ability to perform public works contract administration and project management.
- Ability to apply computer applications and software.
- Ability to communicate orally and in writing.
- Ability to read and interpret construction specifications, blue prints and plans, and to recognize deviations from such plans during construction.
- Ability to diagnose defects and hazards in building and public works construction projects.
- Ability to read and understand technical and engineering drawings and diagrams.
- Ability to perform technical computations, analyze data and prepare reports based on findings.
- Ability to plan, assign, supervise and review the work of subordinates engaged in inspecting construction projects.

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Created	EEOC Code	Overtime Code
4/09	Professionals	Classified