

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Project Coordinator - Engineering

Full Time - Salary Grade: Confidential - IV -
Coordinator

Division: Engineering Services

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Approved by: D. Helmer

Position Charter:

Under the direction of the Manager of Park Planning & Development or designee, the Project Coordinator is tasked with leading construction administration and inspections for the development and maintenance of all of Park Commission assets and infrastructure. The position will lead the oversight of construction administration and inspections for various civil projects including but not limited to: roadway and paving construction/reconstruction, dam maintenance and rehabilitations, site grading and drainage projects, and small water/wastewater utility. The individual will also be closely involved in the procurement and administration of professional services, goods and services, and public works contracts.

Essential Functions:

- Conducts park-wide inventories, inspections, and assessments of assets and infrastructure.
- Coordinates with Manager of Park Planning & Development to determine priorities for assets and infrastructure improvements.
- Coordinates with vendors and contractor to implement assets and infrastructure improvements.
- Assists with the development of in-house or review of consultant-prepared plans, specifications, permits, and reports for Park Commission projects. CAD is the expected method of plan preparation.
- Assists with the procurement of professional services and construction contracting, including: preparing RFPs, bidding of contracts, responding to requests for information, preparing addenda, and obtaining required vendor documentation.
- Assists with the administration of construction contracts, including; preparation of monthly progress payments and contract change orders, coordination of project meetings and field inspections, and ensuring prompt and clear communication between engineer and contractor.
- Conducts Construction Administrative Services including on-site inspections to observe, inspect, and document compliance with plans, specifications, costs, and schedule.
- Coordinates Construction Administration Services with the Manager of Park Planning & Development or designee to resolve discrepancies and complete project close-outs.
- Contributes to inventory and digital documentation of Park Commission assets and infrastructure, with oversight of Manager of Park Planning & Development or designee.

- Assist with day-to-day needs of the department and respond to internal requests for technical assistance.
- Performs other duties as assigned.

Qualifications:

- Bachelor's Degree from an accredited college or university in Civil Engineering, Landscape Architecture, or related discipline.
- Four to six years of professional experience leading construction administration services for civil/site engineering projects.
- Two years of direct project development and design experience.
- Proficiency with AutoCAD and working knowledge of GIS.
- Proficiency with Microsoft Office software.
- Working knowledge of public sector contract law and contract administration.
- Experience preparing design plans, specifications, and cost estimates.
- Ability to comprehend established office routine and rules and regulations of complexity, to organize work and develop effective work methods and to maintain suitable records and files.
- Ability to work independently, be self-motivated, and handle competing priorities in an efficient manner.
- Ability to effectively communicate with the public, peers, consultants, and contractors.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Valid New Jersey Driver's License is required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.