



DATE	June 2024
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Public Works Program Coordinator
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Public Works Manager

SUMMARY: This is a technical position in the field of Public Works that is expected to perform complex duties, occasionally in the absence of clearly defined operating procedures, where independent judgment is required. Under the direction of the Public Works Management, the incumbent will prepare maps for Public Works; implement new programs, work with other divisions to keep the inventory database updated, and order depleted inventory through numerous vendors.

ESSENTIAL JOB FUNCTIONS:

- Performs complex special projects related to—public works, analyzing data and reports, researching alternatives, and making recommendations to ensure efficient departmental operations.
- Update and maintain maps utilizing the city’s GIS capabilities.
- Occasionally acquires information about city’s infrastructure through research and the use of specialized tools such as GPS and enters into GPS or tabular databases to be linked to GIS.
- Prepare graphic displays and photographs for the Public Works Department.
- Assists citizens and customers, both internal and external, with general information; resolve problems related to general departmental services.
- Coordinates with Carrollton Fire Rescue for annual CPR training and monthly AED inspections.
- Orders, issues, and tracks all inventory under contract or service agreement.
- Update inventory information in the Public Works work order and Asset Management system.
- Perform data entry related to Public Works/City’s infrastructure.
- Assists in the preparation of statistical reports, presentations, memos, and other related documents and functions.
- Creates and maintains a variety of written documentation and spreadsheets.
- Assists Public Works with special related projects.
- Attends and serves on various committees and workgroups, provides networking among divisions to open lines of communication.
- Maintains involvement on a federal, state, and local level in professional organizations as they pertain to Public Works GIS issues.
- Assists other department personnel as needed.
- Prepares information and monthly reports as needed by the Department.
- Serves as backup for Public Works Short Form applications and Public Works website maintenance.
- Conveys purchase orders for creation to the Financial Services Technician for parts and materials as needed by the Department.

- Properly codes invoices that require multiple Division charges.
- Other duties as assigned.
- Responds to emergency situations.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in Microsoft Office – to include Excel, Access, Outlook and Microsoft Work operating systems.
- Skilled in data entry.
- Knowledge of all pertinent federal, state and local regulations as they pertain to GIS.
- Skill in dealing with public relations problems and the handling of complaint investigation activities.
- Skilled in operating modern office equipment and related software applications.
- Knowledge of applicable purchasing laws, regulations, and procedures.
- Ability to work with interruptions.
- Knowledge and ability to utilize basic mathematics to compute and inputs figures accurately.
- Organizes, prioritizes work, maintain a steady workflow, and meets deadlines with little supervision.
- Skilled in managing multiple projects with interruptions; skilled in prioritizing/organizing workload and meeting deadlines.
- Knowledge analyzing GIS databases and maps, including experience in coordinating and organizing project activities and providing information and/or service to others.
- Knowledgeable in Public Works procedures and practices.
- Effective oral and written communication skills.

MINIMUM QUALIFICATIONS:

- Two years experience or formal training in updating and maintaining a large database to include data entry.
- High school diploma or GED equivalency.

OR

- An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

PREFERENCES:

- Knowledge of ESRI ARC GIS software.
- Knowledge of inventory management.

WORKING CONDITIONS:

- Uses computer, printer, plotter, scanner, facsimile machine, copier, calculator, telephone, two-way channel radio, paging system, digital camera, / handheld unit, operates city vehicle, and mobile phone
- Works outdoors in extreme cold, heat, or temperature swings.
- Is exposed to adverse conditions including traffic, extreme noise, odors, vibration, and gases.
- Occasionally lifts up to 50 lbs.
- Kneels, climbs, pulls, pushes, sits, stands, twists and walks for extended periods of time while performing daily duties.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid motor vehicle driver license.
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.