

Storey County Job Description
Operations & Projects Coordinator

Class Title: Operations & Projects Coordinator
FLSA Status: Non-Exempt
Represented Status: Represented
Created: 08/08/18
Last Revised:

JOB SUMMARY

Under general direction of the Public Works Director or his/her designee, the incumbent coordinates contractors and project managers with project design and costs estimates, specifications, public bidding processes, and other phases of construction, remodel, repair, and civil projects; and assists the director in the administration of business affairs of the department.

DISTINGUISHING CHARACTERISTICS

The incumbent performs a wide-range of administrative and highly technical functions within the department; assists efforts to accomplish the goals and objectives of the department and the county within general policy guidelines; and assists in the development and administration of the department budget, policies, and procedures. The incumbent also provides administrative and technical recommendations and guidance to senior leaders in the department.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Serves as the point of contact on assigned projects, performs a variety of skilled duties such as assembling, coordinating, and managing multidisciplinary technical review teams; reviews plans and specifications, troubleshoots, and develops solutions with contractors and engineers for problems in roofing, parking facilities, buildings, grading and drainages, roadways, sewer and water facilities, and other capital improvement projects.
2. Coordinates and oversees capital improvement projects, community development projects, and related policies and plans from soliciting bids to project completion; liaises with and coordinates cooperation between agencies, contractors, county management, county commission, and the public.
3. Represents the department and county in forums; writes persuasive complex reports; presents data in public forum; and achieves cooperation from governing bodies, departments, agencies, and the public.
4. Assists with analytical studies; reviews reports, findings, alternatives, and makes recommendations; ensures accurate records and files.

5. Advises department director, county manager, and county commission; investigates and resolves complaints and concerns about county facilities and services.
6. Assists with developing and administering the department budget; estimates costs and budget needs for operations, construction, purchases, and repairs; prepares funding justification requests; monitors expenditures for budget conformance; accounts for budget expenditures and variances.
7. Assists with and/or directs the procurement of professional contract services; negotiates contracts; reviews and ensures performance.
8. May assist the director in department lobbying efforts at the Nevada State Legislature and other bodies; may provide testimony with or on behalf of the department.
9. Draws plans for preliminary sketches and coordinates with others to compare total project packages for official county records.
10. Develops project material and labor cost estimates; determines budget allocations.
11. Drafts bidding documentation; conducts pre-construction conferences, bid openings, and makes recommendations; validates qualifications; recommends modifications; administers projects and purchase agreements; authorizes payments and change-orders per policy; ensures compliance; maintains accounts, payment, and other records.
12. Inspects construction projects and plans; assesses and enforces conformance with specifications and contract terms; issues stop-work orders; conducts walk-thru inspections with appropriate persons to determine compliance with contract provisions prior to submitting a recommendation for bond release; approves final payment and bond release.
13. Chairs various project review and pre-submittal meetings.
14. Coordinates schedules of staff and other interested parties.
15. May serve as a public information officer for specific projects.
16. May operate, oversee, and coordinate repairs, treatment applications, and maintenance of water and wastewater treatment and distribution systems and swimming pool facilities.
17. Provides assistance and recommendation to the department director in meetings with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies proposing to build or locate in Storey County; as needed may maintain active involvement and coordination with the department director and county team attracting, enhancing, and improving private enterprise and private-public partnerships in the county; liaises with community groups, property and homeowners associations, general improvement districts, and other community groups.

SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergencies.

1. As needed, may respond to call-out in emergencies, other than normal working hours. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

QUALIFICATIONS

Knowledge of

1. Principles and techniques of capital improvement design, construction, funding, and maintenance.
2. Public sector competitive bidding process and regulations from soliciting bids to award of contract; contract activity monitoring, reporting, and prevailing wage requirements for public sector contract projects; project bond management.
3. Universal building construction and plan vocabulary, techniques, and principals; general knowledge of residential and commercial International Building Code and other federal, state, and county regulations as applicable; and field inspection practices.
4. Business and geometric mathematics to cross-check complex building plans and calculations to ensure compliance with currently adopted codes; calculate building permit fees and project cost estimates.
5. Operation, treatment application, and maintenance of water and wastewater distribution and treatment facilities and swimming pool facilities, including swimming pool equipment, health standards, and water chemistry.
6. Applicable laws, codes, and regulations; legal, ethical, and professional rules of conduct for public-sector employees.
7. Basic principles of land surveying, physical design, and environmental concepts related to public works projects.
8. Administrative principles and practices including goal setting, program development, implementation and evaluation.
9. Principles and practices of public-sector budget preparation and administration in accordance with applicable laws, policies, and generally accepted principles.
10. Occupational Safety and Health Administration (OSHA) regulations.
11. Correct English usage including grammar, punctuation, and vocabulary.

Ability to

1. Perform thorough and accurate examinations of basic and complex commercial and non-commercial building site and engineering plans and specifications; perform mathematical calculations applicable to building plans and permits; coordinate plan review and approvals with other departments; apply policies and procedures efficiently and in a practical manner.
2. Analyze contracts and project reporting materials, and perform field inspections to ensure conformance with plans and specifications as well as with terms of contract and federal, state, and local regulations governing public sector projects.
3. Investigate complaints, evaluate alternatives, and recommend appropriate resolutions; enforce regulations with firmness, tact, and impartiality.
4. Effectively communicate verbally and in-writing; gather, analyze, and prepare data present findings and recommendations to individuals and groups in understandable and persuasive manner; promote constructive and efficient cooperation with existing and prospective businesses in a team-oriented environment; act courteously and communicate effectively with property owners, the public, and others in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.
5. Maintain accurate records; exercise sound independent judgement within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
6. Read, interpret, and apply laws, regulations, and procedures; define problems, collect data, establish facts, draw valid conclusions, and provide recommendations based on facts; interpret, apply, and explain complex federal, state, and local regulations and organizational policies.
7. Prepare clear and concise technical reports and correspondence; communicate findings clearly orally and in-writing.
8. Work with and react appropriately to customers, oftentimes in situations which may be difficult, emotional, and confrontational.
9. Work effectively under pressure of deadlines, conflicting demands, and emergencies; work effectively with coworkers, elected and appointed officials and bodies, and the public; gain cooperation through discussion and persuasion.
10. Work varies days, hours, and shifts, including weekends and holidays, as needed.
11. Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
12. Continue education and training and remain current on latest policies and practices and required certifications.
13. Effectively operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft

Windows and Office; automated financial management systems; and other applicable programs and software; type at a rate sufficient to perform assigned duties.

14. Pass a criminal history background check.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - a. High school diploma or equivalent; and
 - b. At least 5 years of progressively responsible experience with building and civil plan interpretation, building code review, construction procedures, quality of materials, safety standards, and use of basic mathematics and geometry in the field; and
 - c. At least 2 years of progressively responsible experience in project management or related field; and
 - d. At least 5 years of progressively responsible experience with maintenance, construction, or repair of public works facilities and utilities, at least 2 years of which include substantial responsibility for construction, maintenance, or repair of municipal water and sewer systems, or similar responsibilities; or
 - e. Combination of experience and education.
2. Must obtain Class B Nevada Commercial Driver License (CDL) within 18 months of hire and maintain license for duration of employment.
3. Must obtain Water Treatment and Distribution I certifications within 1 year of hire and Water Treatment and Distribution II certifications within 2 years of hire, and maintain these certifications for duration of employment.
4. Must obtain Certified Pool Operator certification within 6 months of hire.
5. Must obtain and maintain FEMA Certified Floodplain Manager certificate – within 2 years of hire.
6. Must pass a criminal background investigation.
7. Military experience applicable to the duties of this position may be preferred.

PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough and off-road terrains; walk on uneven or slippery surfaces; climb ladders and scaffolding, and walk on high roof tops; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 50 pounds; reaching for items above the head and below the feet; enter confined spaces; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and

single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment; strength and ability to swim.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

- **Working Environment.** Position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work is occasionally performed near moving mechanical parts and in high precarious places, and occasionally includes exposure to wet and/or humid conditions, fumes, airborne particles, toxic and caustic substances, vibration, and with risk of electrical shock. Work occasionally performed around deep water. Work frequently includes travel by motor vehicle and operation of other motorized and heavy equipment including that requiring and not requiring a commercial driver license. Work includes periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by phone calls, visits, and response to unplanned events occur.


This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 08 day of August, 2018.


Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee’s Association AFSCME Comstock Chapter.

Storey County Government


Storey County AFSCME Local Union



 Patrick Whitten
 County Manager



 Tobi Whitten, Union President
 AFSCME Comstock Chapter



 Austin Osborne
 Human Resources Director