

CITY OF MUSKEGON
CITY COMMISSION WORKSESSION

Monday, September 12, 2016
5:30 p.m.
City Commission Chambers

AGENDA

1. Presentation on Downtown BID
2. Boys & Girls Club Presentation
3. Special Projects Coordinator
4. NEZ at 965 W Western & 920 W Western - Watermark
5. Street Lights
6. Any Other Business
7. Adjournment

CRC IMMEDIATELY FOLLOWING

**CITY OF MUSKEGON
JOB DESCRIPTION**

SPECIAL PROJECTS COORDINATOR

Supervised By: City Manager

Supervises: May supervise other employees

Position Summary:

Under the supervision of the City Manager, and Economic Development projects administered by the City; performs intermediate technical and difficult skilled work in handling a variety of project management assignments to include construction, renovation, demolition, and building maintenance projects.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Planning, coordinating, supervising and participating in construction, renovation, demolition, and building maintenance projects and activities. Coordinates with city staff, management, architects, contractors, engineers, surveyors, sub-contractors, inspectors, utility departments, and regulatory agencies on a daily basis to ensure that project specifications are achieved. Maintains records. Prepares documents and reports.
2. On-site coordinator for city projects involving construction, renovation, demolition, and major building maintenance related projects.
3. Ensures that project specifications and blueprint specifications are met by contractors and that architect designs are in the best interest of the city in terms of operational goals and total cost of ownership.
4. Maintains building reference library including specification books and "as built" blueprints.
5. Receives, processes and computerizes work order requests; prepares requisitions and purchase orders.
6. Schedules installation, maintenance and repair activities and services; ensures appropriate and adequate equipment, supplies and staff are available.
7. Inspects City buildings to identify and determine need for maintenance, replacement/repair, cleaning, and cost savings improvements.
8. Plans, supervises and participates in projects spanning building maintenance, sustainability, grounds maintenance, and facility services.
9. Provides project management and research in various areas to include building code compliance, OSHA/EPA/NFPA compliance, and ADA compliance.
10. Oversees contracts, contractors, architects, engineers, and surveyors.
11. Performs related tasks as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair.
- Thorough knowledge of hazards and safety precautions associated with type of work assigned.
- Thorough knowledge of applicable codes, pertinent inspection and safety requirements.
- Skill in the use of hand and power tools of the trade
- Ability to recognize and diagnose problems
- Ability to make time and materials estimates.
- Ability to make follow oral and written instructions.
- Ability to plan and supervise the work of others
- Ability to work from sketches, blueprints and drawings
- Ability to maintain records.
- Ability to establish and maintain effective working relationships with associates, contractors, and the public.
- Organizational skills, multi-tasking abilities, progress reporting and task oriented planning are all abilities that will be utilized.
- Computer skills required. Preferably in Microsoft Office and Project Management Software.
- Possession of an appropriate driver's license valid in the State of Michigan. May require possession of a commercial driver's license valid in the State of Michigan.
- Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

Education and Experience Requirements:

- Requires graduation from an appropriately accredited college with an associate's degree in engineering, construction technology, or related field and considerable experience in building and grounds maintenance and repair including supervisory and project management experience. Applicant must hold a Michigan Builders License.
- Prefer major course work in building codes/standards, materials, mechanical systems, estimating, construction management, building design, construction safety, and/or metals technology.
- An equivalent combination of education and experience may be considered.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms-length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

While performing the duties of this job, the employee is occasionally required to travel to various locations within the City and work outside the office at field sites to inspect commercial facility renovations and other works in progress. This may include visiting construction sites requiring the employee to traverse uneven ground, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet, and may be loud in field situations.