

JOB ANNOUNCEMENT

PROJECT COORDINATOR/SR. PROJECT COORDINATOR Public Works Department

Grade Classification **G-12** \$17.397 – \$23.039/Hourly DOQ -
 G-13 \$19.136 – \$25.343/Hourly DOQ

FLSA: Full-Time Non-Exempt

EMPLOYEE BENEFITS: Family health and dental insurance plan, life insurance, Custom Benefit Plan, ten (10) paid holidays and one (1) personal holiday, two (2) weeks vacation after first year of employment, twelve (12) sick days a year.

DESCRIPTION OF DUTIES: This is responsible supervisory, paraprofessional engineering and technical work overseeing City public works projects and activities and the inspection of the work of private contractors on City funded public works construction projects. An employee of this class provides technical assistant to the Engineer in the detailed design and drafting of engineering design plans on projects, the conduct of support field surveying, the preparation of preliminary infrastructure design proposals for bidding, the conduct of assigned design liaison functions with the engineering consultant's staff; the computation and writing of specifications and the inspection of a contractor's actual work to assure that what is constructed or altered adheres to the design plans, material requirements, workmanship and prescribed safety standards. Assignments require considerable technical sophistication, design and drafting ability and problem solving creativity. An employee in this class must work independently and deal effectively with the citizens of Rolla.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from an accredited High School or successful completion of a GED examination;
- B) The knowledge level equivalent of an Associate Degree in Municipal Engineering Technology; Five years minimum experience in paraprofessional municipal engineering activities or in assisting a Professional Engineer, with a year of supervisor experience preferred; Or an equivalent combination of experience and/or training.
- C) Missouri Drivers License; Class F.

APPLICATION DEADLINE: Persons Interested in this position should submit an application to the 4th floor of Rolla City Hall, Public Works Department, 901 North Elm Street, Rolla, Missouri, 65401. Full Job Description available at City Hall, 901 North Elm Street, Rolla, Missouri, 65401. Position will remain open until filled or visit our website at www.rollacity.org.

AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS