Engineering Project Coordinator

$23.84 – $30.45/Hr. DOE
($49,607 – $63,348/Yr.)
Plus an Exceptional Benefit Package

Open until filled
First Review of Applications
October 18, 2019
Wood Village is the ideal base camp to live, work and play in the Portland Area. We are the portal to the region, 15 minutes to the airport, 20 minutes to downtown Portland, and an hour from Timberline Lodge on Mt. Hood. Wood Village is literally at the edge of the Columbia River Gorge, near the easterly edge of the Portland Metropolitan Area. Development in Wood Village includes a town center with over 360,000 square feet of retail shopping including Fred Meyers, Kohl’s, Lowes, and supporting retailers. Wood Village also has Wal-Mart, fast food outlets, convenience stores, restaurants, fuel, lodging, RV specialty support, and most importantly, a friendly small town environment in the midst of the metropolitan area. Wood Village is an ideal place to call home and make your base camp for journeys on the scenic Mount Hood Highway or on the Historic Columbia River Highway. We have everything you need in one square mile.

We are a planned community, originally developed to house aluminum workers during World War II. The cottage housing, community center building, and the layout of the community are all here to explore and enjoy. Our 20 acre Donald Robertson Park invites you to stroll on our nature pathways, explore the wetland interpretive center, actively recreate on the playgrounds or athletic fields, and launch your bicycle trip from the park to the Springwater Trail, the Columbia Gorge, Mount Hood, the forty mile loop, or your chosen pathway through the region.

Wood Village is a full service local government, managed in a Council-Manager form of Government. The City is governed by a five-member City Council whose members are elected to four-year terms on a staggered basis. The Council selects one of its members to serve as Mayor for a two-year term. All members serve without compensation. The City has a municipal water supply from 4 wells, along with interconnections to the supplies from the three adjacent communities (Troutdale, Fairview and Gresham). The City provides sewer collection systems, with sewer treatment provided by the Gresham regional treatment plant.
The Public Works/Planning Department

The Public Works Department is a critical department in the City, and acts as the community steward for the planning, design, construction, inspection, operation and maintenance of the City’s infrastructure, including City owned roadways, storm drainage, water production facilities, water and sewer conveyance systems, and the parks system. The Department has a budget of $4 million, and employs a total of 9 team members.

This is an excellent opportunity for an entry-level candidate to gain experience in project management and oversight. Several exciting projects are in the works for the year ahead. The department and City will benefit from a candidate that is willing to learn, be a positive team player, and that contributes to our positive community-oriented culture.

The Position

The Engineering Project Coordinator assists in the completion and oversight of Public Works projects and initiatives involving surface, subsurface, and structural improvements in water, sanitary sewer collection, surface water management, streets, parks, building, and community development by applying technical knowledge in areas of construction and permit processing, explaining policies and procedures to the general public; performs basic drafting, general GIS mapping, technical writing, research, plan reviews, and field inspections.

Typical duties include: Project coordination by reviewing work products, preparing cost estimates, monitoring the financial and progress status of work to ensure projects are completed on schedule, within budget, and meet local, state or federal standards. Coordinating with consulting and contracted firms for the development and implementation of capital, material and service contracts, and projects. Assisting in the development and management of general & preventative maintenance programs for water production and distribution facilities, storm water, sanitary sewer collection, parks, streets, buildings, vehicles and equipment. Assisting in the maintenance of the G.I.S. database of City facilities including water, sanitary sewer collection, storm water, parks, and streets.

Main duties include:

- Reviewing and providing responses about various documents (project plans and documents, site plans/plats, drainage calculations, specifications, drawings, permits, etc.).
- Coordinating and participating in the preparation of plans and specifications for the construction of utility and other public works projects.
- Providing administrative, logistical and technical support for project and construction management by overseeing the bidding process, reviewing specifications and submittals, managing records, files and databases, reviewing and preparing project documentation, evaluating data, preparing reports and work orders, enforcing standards and specifications; verifying invoices for issuing payments, preparing change orders, and preparing for and conducting meetings related to the projects.
- Assists with preparing reports and presentations, including graphics, maps, technical drawings and other tools to describe project or program goals and activities. Including the development and publishing of official municipal maps for utilities, roadways, zoning, and geopolitical boundaries.
**Ideal Candidate**

Associates Degree in Engineering Technology or related field, two (2) years of progressive experience as an Engineering Technician or similar field with knowledge of construction, storm water utilities, water utilities, sewer utilities, roadway construction and estimating, the general understanding of Geographic Information system maps and maintaining GIS layers, and the general understanding of computer-aided design or any equivalent combination of education, training and experience.

- General knowledge of computer operation including, CAD and GIS programs, and spreadsheet development.
- Understands the principles, standards, and practices of civil engineering, construction, maintenance, and project management including cost estimating, project tracking and project design and review.
- Has knowledge of materials, methods, techniques, and regulations used in the construction, maintenance and operation of water production/distribution, sewer collection systems, streets, parks, equipment and work standards.
- Read quarter-section maps, architectural and engineering drawings, construction plans and blueprints and other technical materials and documents, such as specifications, engineering code provisions, state and federal guidelines; and apply local, state or federal codes and regulations.

All interested candidates are encouraged to apply by October 18, 2019. A completed application packet including the application, resume, and cover letter must be submitted to be considered for the position. Applications are available online at [www.WoodVillageOR.gov](http://www.WoodVillageOR.gov) or at City Hall: 23335 NE Halsey Wood Village, OR 97060.

All prospective employees must pass a background investigation, drug screen if applicable, and pre-employment physical.

The City of Wood Village is an Equal Opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, handicap, age, or marital status.

The City of Wood Village provides qualifying veterans and disabled veterans preference in employment in accordance with ORS 408.225, ORS 408.230, and ORS 408.235. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening, and meet the minimum qualifications of the applied for position. To qualify for disabled veteran preference, applicants must submit proof of veteran status and proof of their veterans’ disability rating from the Department of Veterans’ Affairs. **Applicants must submit proof of veteran status (DD214/DD215) at the time the application is submitted.**
GENERAL DESCRIPTION

Under general direction of the Public Works Director assists to perform the goals and objectives of the Public Works Department involving surface, subsurface and structural improvements in water, sanitary sewer collection, surface water management, streets, vehicles and equipment, parks, buildings and community development applying technical knowledge in areas of construction and permit processing, explaining policies and procedures to the public; performs drafting, GIS mapping, technical writing, research, plan review, and field inspections.

The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS

Core Competencies
Must meet the current position standards and core competencies required of all City of Wood Village employees as established in the city’s Performance Management System.

Typical Duties
1. Assist in managing city-wide maintenance & preventative maintenance programs for water production and distribution, surface water management, sanitary sewer collection, parks, streets, buildings, vehicles and equipment.
2. Coordinates projects by reviewing work products, prepares cost estimates, monitors and maintains records on the financial and progress status of work to ensure projects are completed on schedule and meet local, state or federal standards. Coordinates with consulting and contracting firms for the development and implementation of capital, material, and service contracts and projects. Responds to questions, resolves problems, and provides technical assistance, and makes decisions within established policy and guidelines.
3. Develops and maintains a G.I.S. database of City facilities including water, sanitary sewer collection, storm water, parks, and streets.
4. Receives various documents (project plans/documents/studies, site plans/plats, drainage calculations, specifications, drawings, permits, etc.) and provides reviews and responds appropriately.
5. Coordinates and participates in the preparation of plans and specifications for the construction of utility and public works projects
6. Provides administrative, logistical and technical support for project and construction management by managing the bidding process, reviewing specifications and submittals, managing records, files and databases, reviewing and preparing project documentation, evaluating data, preparing reports and work
orders, enforcing standards and specifications; verifying invoices for issuing payments, preparing change orders, and preparing for and conducting meetings.

7. Prepares reports and presentations, including graphics, maps, technical drawings and other tools to describe project or program goals and activities. Including the development and printing of official municipal maps for utilities, roadways, zoning, and geopolitical boundaries

8. Assists in the management of the NDPES permit reports, and follow up.

9. Interprets legal descriptions, reviews plans and applications, e.g., building, traffic control, water services, street improvement plans, land use applications master plans, and coordinates plan reviews by preparing comments and conditions of approval.

10. Prepares routine correspondence, letters, memoranda, forms, reports and other documents via computer and other media.

11. Interacts effectively to problem solve and work with citizens, community groups and/or contractors.

12. Participates as an active Public Works Department team member by contributing to program development and organization planning. Recommends responses to issues or emergencies to the Public Works Director.

13. Follows all safety rules and procedures, and contribute to the safety of co-workers and the general public.

14. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.

15. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

16. Other duties as assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

Associates Degree in Engineering Technology or related field, two (2) years of progressive experience as an Engineering Technician or similar field with knowledge of construction, stormwater utilities, water utilities, sewer utilities, roadway construction and estimating, producing Geographic Information system maps and maintaining GIS layers, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.

Certifications and Licenses

1. Must have a current Oregon Driver’s License or the ability to obtain one.

Skills, Knowledge and Abilities

1. Principles, standards, and practices of civil engineering, construction, maintenance, and project management including cost estimating, project tracking and project design and review.

2. Knowledge of materials, methods, techniques, and regulations used in the construction, maintenance and operation of water production/distribution, sewer collection systems, streets, parks, equipment and work standards.

3. Working knowledge of computer operation including, CAD and GIS programs, and spreadsheet development.

4. Function as a team member contributing positive support to the team.

5. Effectively communicate with other employees, plan holders, and the public by telephone, electronically, and in one-to-one, face-to-face setting providing knowledgeable technical guidance and advice.
6. Read quarter-section maps, architectural and engineering drawings, construction plans and blueprints and other technical materials and documents, such as specifications, engineering code provisions, state and federal guidelines; and apply local, state or federal codes and regulations.
7. Interpret and make decisions in conformance with established policies and practices.
8. Produce written documents using proper English, sentence structure, grammar, and punctuation; clearly presenting technical information in oral, written, graphic or other forms; speak in front of groups.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Approximately 25% of the work period occurs outdoors with temperatures varying from zero to over 100 degrees, including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, chemicals, paint, pollen, etc. Hearing protection and other safety related gear may be required for some work activities. Employee occasionally works with a video display terminal for prolonged periods.

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments may on occasion require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.