

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Development Engineering Coordinator	Job Code: 2416
Date: November 13, 2017	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: Oversee residential and commercial development review and coordination processes related to Public Works.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the City Engineer for managing development projects in Public Works. This work is distinguished by its responsibility to directly oversee and coordinate the development review process and to identify and resolve issues of conflict and/or inefficiency.

ESSENTIAL DUTIES: Oversee the review and coordination of all residential and commercial development projects in Public Works, including civil engineering, transportation, capital improvements, storm water, culinary water, and wastewater; ensure effective and efficient coordination between divisions and departments during review process; identify and resolve conflicts or inefficiencies; develop and implement changes to processes, practices, and policies; represent Public Works at development meetings with other departments, the Planning Commission, City Council, and others; function as liaison with developers, the development community, and the general public on applicable issues; regularly communicate project status and any needed changes to interested parties, and ensure their interests are understood and considered by Public Works; receive and respond to inquiries and complaints about proposed and existing developments.

Assist in calculating fees for new developments; coordinate all activities relating to development bonds, including calculating and releasing bonds; calculate appropriate developer reimbursements; supervise record maintenance; review and prepare a variety of reports, logs, work records, and documentation; prepare and present various statistical and analytical reports on process efficiency; review and approve complex project plans, including site plans, subdivision plats, grading plans, water and wastewater designs, storm water designs, road designs, geotechnical reports, and street plans/profiles; ensure plans and designs comply with applicable codes, ordinances, department standards, adopted master plans, and standard engineering principles; coordinate with inspectors on construction activities for approved development plans; conduct field inspections to address developer concerns; resolve conflicts between approved plans and on-site construction; review the placement/grading plans of residential homes for issues related to slope, grading, drainage containment, utility services, retaining walls, and other engineering requirements; function as a resource on engineering-related questions.

Supervise, plan, and coordinate the work of assigned personnel, including scheduling workload and coordinating workflow; oversee training of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions within the Public Works Inspector group, including the hiring and firing of personnel; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering or a closely related field and four (4) years of experience with municipal development procedures and processes **OR** an equivalent combination of job-related education/experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].


License(s)/Certification(s): A valid, lawful Driver's License is required. State Professional Engineer license is required (must be State of Utah within one year). Membership in APWA, ASCE, NSPE, or equivalent organization is preferred.

SELECTION FACTORS: *Knowledge of:* current and advanced engineering principles and practices as applied to planning and maintenance of roads, bridges, water systems, and other City projects; the principles and practices of municipal government administration, including departmental policies and practices; related laws, codes, rules, and regulations governing engineering functions; the operations, functions, and terminology common to civil engineering; basic English composition, spelling, and grammar. *Skill in:* advanced engineering computations; engineering design and evaluation of highly complex engineering plans and specifications; using CAD and surveying programs, tools, instruments, and equipment; practicing trust-building behaviors. *Ability to:* communicate effectively, both orally and in writing, including in preparing and presenting highly complex reports; explain technical and engineering plans to non-technical officials and the public; effectively manage and supervise the activities and programs of assigned personnel; perform advanced field analyses; quickly and accurately perform work; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, calculator, survey equipment, vehicle.

PHYSICAL DEMANDS: Requires moderate physical activity. Required to push, pull or lift medium weights (up to 50 lbs). Uncomfortable working positions such as stooping, crouching and bending. Walking through construction and development projects. Sitting at workstations for long periods.

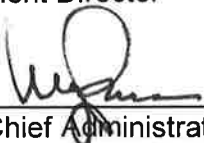
ENVIRONMENTAL FACTORS: Requires exposure to dust, noise and periodic adverse weather at construction sites. Periodic exposure to high volume traffic areas and heavy construction equipment; frequent exposure to blueprint ammonia. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Department Director

11/1/17

Date



Mayor/Chief Administrative Officer

11/13/17

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.