

City of Providence

Please Post

Non-Union Position Posting

Application Deadline:

2/10/2012

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**Please send resume with cover letter to:**

**Providence Water – Personnel**

**552 Academy Avenue, Providence, RI 02908**

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JOB DESCRIPTION

Title of Position **Engineering Project Coordinator - Providence Water**

Salary **\$47,911/year**

Summary The Engineering Project Coordinator is responsible for coordinating the efforts of line managers, engineers, technicians, regulatory agencies, customers, construction contractors, and any individual or group associated with implementation and construction quality control of capital and infrastructure replacement projects including coordination, oversight and supervision of construction activities, and all field staff to ensure compliance with engineering objectives, project plans and specifications and sound water utility practices; performs other related duties as assigned.

Duties & Responsibilities.

1. Participates in the development of capital and infrastructure replacement projects.
2. Coordinates, assists and supervises the efforts of all individuals or groups of individuals associated with the development, implementation, construction and construction quality control of capital and infrastructure replacement projects.
3. Coordinates, assists, and supervises the work of field inspection staff and construction crews.
4. Monitors construction schedules, progress and quality of work and prepares reports.
5. Enforces contractor compliance with Providence Water standards and practices.

6. Performs field investigations and research in support of project development and system troubleshooting.
7. Attends and participates in project pre-bid, pre construction, and progress meetings.
8. Makes presentations on projects.
9. Prepares reports, as-built records and plans of work in progress and completed.
10. Performs other engineering and engineering-related duties as assigned.

**Minimum
Qualifications**

1. Bachelor's degree from an accredited college or university in Civil/Environmental Engineering, or suitable combination of applicable education and experience deemed equivalent.
2. Intended primarily as entry-level technical position. Engineering and construction experience a plus as it relates to water utility work.
3. Excellent verbal and written communications skills.
4. Ability to prepare neat and accurate field records and drawings.
5. Experience and proficiency in the use of word processing, spreadsheet, and AutoCAD software applications.
6. Ability to establish and maintain effective relationships at various levels with engineering and construction firms, governmental and regulatory agencies, customers and private organizations.
7. Ability to effectively work independently or as a member of a team.
8. Must be able to perform all essential functions of the job.