

## **Project Coordinator**

Department: Public Works

FLSA Status: Exempt

Job Level: 108

### Job Summary

The Project Coordinator position is responsible for supporting the coordination, inspection, and documentation of public works capital improvement and maintenance projects. This position emphasizes construction coordination, field inspections, technical review, and administrative support. Project oversight, budgeting authority, and contract execution remain under the direction of Public Works leadership.

### Duties and Responsibilities

1. Coordinates day-to-day activities for assigned capital improvement and maintenance projects.
2. Conducts field inspections to verify conformance with approved plans, specifications, safety standards, and construction schedules.
3. Assists with construction administration tasks including submittals, RFIs, pay applications, and documentation tracking.
4. Coordinates onsite and remote meetings with contractors, consultants, and Town staff.
5. Assists with review of engineering and design documents, including subdivision and permit applications.
6. Prepares progress reports, cost tracking documentation, and project records.
7. Maintains accurate construction, inspection, and financial files.
8. Applies best management and construction practices in coordination with contractors and Town crews.
9. Reads and interprets plans, maps, and technical specifications.
10. Assists with preparation of drawings, plans, maps, and GIS updates as needed.
11. Supports implementation of safety practices and procedures.

### Required Knowledge and Skills

Knowledge of:

- Construction materials, methods, and equipment used in public works projects
- Construction administration processes including submittals, RFIs, and pay applications
- Applicable building codes, safety practices, and regulatory requirements
- Standard office and recordkeeping practices
- Familiarity with water/wastewater treatment, distribution, and collection systems is preferred.

Skill in:

- Effective verbal and written communication to efficiently convey information.
- Coordinating multiple concurrent projects.
- Gathering and compiling information; preparing accurate reports and summaries; maintaining construction and financial records.
- Problem solving and applying sound judgment in the field. Ensuring safe and proper use of facilities, vehicles, and equipment.
- Coordinating public works construction, maintenance, repair and renovation projects.
- Use of GIS equipment.
- Reading and interpreting plans, maps and specifications; reviewing and approving engineering and construction documentation such as RFIs and submittals.
- Preparing clear and concise reports, correspondence, and presentations.
- Establishing and maintaining effective work relationships with coworkers, contractors, and the public.

### Minimum Job Requirements

Bachelor's degree from an accredited institution in engineering, construction management, or related field or High School diploma with 10 years construction experience

Minimum 3 years' experience in construction administration and field supervision of construction projects, preferably Heavy Civil projects.

Colorado Driver's License

### Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

### Working Conditions and Physical Effort

Strength and physical ability to perform duties in a public works maintenance setting, including operating light and medium vehicles, hand and power equipment; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds of force; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work is subject to performance under adverse environmental conditions, with exposure to potentially hazardous chemicals, solvents and fumes.

*This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.*

New: 1/19/2026