

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Project Records Coordinator
DEPARTMENT	Public Works\Engineering
UNION:	114
SG:	
CS:	Entry
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Maintains records of all engineering projects in progress; monitors status of projects; completes reports and facilitates their timely and efficient completion. Evaluates and recommends modification to the records management system.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other Records Coordinator positions by the responsibility for specialized recordkeeping related to public works contract management. The Project Records Coordinator maintains records exclusively for the Public Works, Engineering Division related to the appropriate completion of contractual agreements.

SUPERVISORY RELATIONSHIPS:

Reports to Inspection Services Manager who assigns and reviews the work. Works independently under well-established policies and procedures and in accordance with applicable Federal and State law, contractual agreements, and other City regulations. Maintains close working relationships with Project Engineers and Construction Inspectors.

ESSENTIAL FUNCTIONS:

1. Maintains computerized records of all projects to ensure proper documentation, coordination and timely disposition; generates monthly status reports on all projects.
2. Develops and modifies project monitoring system, as needed, to improve effectiveness.
3. Consolidates information from computerized and hard copy files and engineering staff; works with engineering staff and files to secure and record fees, deposits, starting and completion dates, disposal of deposits, correspondence and other relevant data.
4. Keeps engineering staff, contractors and developers informed of project status in order to coordinate staff efforts, eliminate duplication and ensure that deadlines are observed.
5. Maintains active work orders to indicate stages of project completion such as preliminary engineering, right-of-way, construction and percentage of completion.

6. Prepares project prospectuses and contracts from information obtained from engineers, developers and records; prepares easements from information obtained from surveyors, developers and engineers.
7. Prepares reports giving statistical data on all improvements to arterial streets and sewer and water systems.

ADDITIONAL WORK PERFORMED:

1. Assists staff members in obtaining information from records and computerized files as requested.
2. Drafts correspondence for engineers' signatures at crucial stages of projects.
3. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of computerized recordkeeping and records management systems.
- Some knowledge of technical engineering practices, methods and standards related to project management.
- Some knowledge of applicable local, state and federal laws and standards related to engineering project records management.
- Ability to maintain detailed computerized and hard copy records.
- Ability to compile statistical and budgetary reports on projects.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to work accurately with attention to detail in an atmosphere of frequent interruptions.
- Ability to establish and maintain effective working relationships with other employees, developers and contractors.
- Physical ability to perform essential functions of the job.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting and requires sitting and working for extended periods in front of a computer terminal.

EXPERIENCE AND TRAINING REQUIREMENTS:

One year of vocational coursework in specialized recordkeeping, records management and/or engineering technology required, AND

One year experience in specialized recordkeeping and/or records management related to contract management required.

Experience and familiarity with engineering records, contract format and content preferred.

A combination of education and experience which provides the applicant with the required knowledge, skills and abilities will be considered.

PREPARED BY: Kohnke/Simplot
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3/94

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COMMISSION APPROVAL:

REF: 1090S 7/87