



CITY OF DeBARY, FLORIDA

Employee Job Description

PROGRAM COORDINATOR – PUBLIC WORKS/STORMWATER

Department:	Position #120	Exempt:	No
Reports To:	Public Works Director	Pay Grade/Wage:	103
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under general supervision provides program support and administrative assistance to the Public Works/Stormwater Department as well as serves as the contact person for maintenance of City facilities and represents the City at the Volusia County Emergency Operations Center. This position requires the ability to work independently, exercising discretion, good judgment and initiative.

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

DUTIES & RESPONSIBILITIES:

- Coordinates and manages office operations and assists with programs in support of all departmental goals and objectives.
- Receives telephone inquiries and concerns, ascertaining the nature of the call and resolving personally or directing to the appropriate individual or department.
- Receives complaints and requests for information from public.
- Researches, compiles, analyzes data for special projects and prepares routine reports.
- Prepares and proofreads a variety of documents including general correspondence and reports; enters a variety of data and information into various computer programs.
- Creates, coordinates, implements and maintains the golf cart registration program or other special projects as requested, responds to inquiries from the general public, contactors, citizens and others as required.
- Maintains and updates departmental databases as required.
- Processes invoices, purchase orders, and completes other financial reports.
- May maintain a variety of fiscal data and budgetary records.
- Updates City Website for Department as required and directed.
- Ability to interpret pertinent federal, state and local laws, codes and regulations.
- Coordinates routine, non-routine and emergency maintenance repairs with internal staff and contractors for City Hall, Town Hall, District 6 Sheriff's Office and Fire Station 33.
- Follows up with documentation that maintenance has been performed satisfactorily.
- Serves as a liaison between the City and internal staff and the City and maintenance contractors.



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- Generates work orders on emergency repairs, manages facility maintenance contracts, prepares bid specifications and cost estimates, approves invoices for completed maintenance projects, while adhering to an annual maintenance budget.
- Coordinates set-up and tear-down of furniture and equipment for activities in City Hall.
- Coordinates annual inspections of fire suppressants, City Hall elevator, etc.
- Coordinates regular facility maintenance projects with internal staff.
- Develops schedules for completing routine maintenance projects, such as pest control and City Hall janitorial services.
- Verifies designated contractors possess necessary licensure and satisfactory liability insurance.
- Represents DeBary at the Volusia County Emergency Operations Center during emergency events and disasters.
- Performs other duties and functions as assigned.

QUALIFICATION REQUIREMENTS:

High school diploma or general education degree (GED) and six (6) months related experience and/or training; or equivalent combination of education and experience. Demonstrated competency in Microsoft Office Suite.

CERTIFICATES, LICENSES & REGISTRATIONS:

Must successfully complete the following FEMA Independent Study Program courses within two years of appointment to position: Introduction to Incident Command System (IS-100.C), ICS for Single Resources and Initial Action Incidents (IS-200.B), Introduction to the National Incident Management System (IS-700.B) , and National Response Framework, an Introduction (IS-800.C).

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills: Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Effective communication skills, both oral and in writing. Ability to efficiently organize and maintain filing systems, both manual and computerized. Maintains a calm and reasoned demeanor when dealing with customers who may present themselves in an irate fashion. Strong written, oral and problem-solving skills. Knowledge of safety requirements and state and local codes. Ability to multi-task.

Reasoning Ability: Ability to apply common sense understanding to carry out multi-step instructions furnished in written, oral, or diagram form. Ability to resolve problems based on knowledge of the position and related programs.



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WORK ENVIRONMENT/ADA:

Physical Demands: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk, hear, use the hands and occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday.

Environmental Factors: Inside work. Essential functions are regularly performed without exposure to adverse environmental conditions. This position will also work special events held outdoors and may be exposed to extreme cold or heat.

Employee Signature

Employee Printed Name

Date