

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Streets Coordinator  
**FUNCTIONAL AREA:** Public Works Department

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### **WORK OBJECTIVE:**

Performs responsible technical and supervisory work implementing street maintenance and construction programs. Primary duties include coordinating, scheduling, assigning and inspecting the work of several crews, training personnel, and estimating project costs. Work is performed under the general supervision and performance is reviewed through conferences, reports, and results obtained.

### **EXAMPLES OF WORK PERFORMED:**

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Schedules, organizes, coordinates, and implements programs for routine and remedial maintenance and repair of City roads (asphalt paved, brick paved and/or unpaved); directs through subordinate supervisors such activities as repairing and/or constructing sidewalks, curbs, bicycle paths, barricades, fences, sealing, coating, oiling and stabilizing roadways; grading, leveling, filling and excavating arterial, collector or local streets and alleys.
- Ensures the safe and efficient operation and maintenance of hoists, trucks, blades, rollers, heater-planers, and related heavy equipment.
- Performs frequent field inspections to determine necessary repairs, and areas to be incorporated into resurfacing program; resolves problems encountered in the field and provides the assistance needed at the various job sites; reports unusual problems and/or politically sensitive issues to supervisor.
- Reviews daily records submitted by subordinates to ensure charges for labor, equipment, materials and production are correct and properly coded; keeps time and attendance records; verifies correctness of all information prior to its input to computer.
- Develops and implements training programs as necessary to ensure continuing operational capability due to absences of personnel; enforces safety rules and regulations.
- Receives and responds to complaints from general public; determines extent of problem and initiates corrective action.
- Procures needed materials and supplies according to established policies and procedures.
- Interview and hires candidates for vacant positions/promotions, evaluates staff, and imposes discipline according to City policy.
- Maintains and ensures proper operation of equipment.
- Participates in the development of the Section's annual operating budget; responsible for controlling expenditures and meeting goals.
- Develops programs to generate reports, forms, and glossaries; formats, maintains and updates automated records utilizing office information systems.

## **Streets Coordinator**

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Engineering, Business, Public Administration, or related field; supplemented by three (3) to five (5) years responsible experience in street maintenance work, two (2) of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Knowledge of principles, practices, methods, techniques, materials, tools, and equipment used in street/road maintenance activities.

Knowledge of occupational hazards and appropriate safety precautions.

Knowledge of effective supervisory techniques.

Skill in operating hoists, trucks, blades, rollers and other heavy equipment used in street maintenance operations.

Ability to walk for extended periods, traverse construction sites, and to perform duties under adverse conditions such as inclement weather, noise and fumes.

Ability to plan, lay out, direct and supervise the work of a large group of employees.

Ability to train employees in the safe and efficient operation and care of heavy equipment.

Ability to analyze pavement management systems and implement needed modifications.

Ability to maintain records, prepare oral and written reports and impart the information effectively.

Ability to establish and maintain effective working relationships with subordinates, other employees, municipal officials and the general public.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.