

## **CAPITAL IMPROVEMENTS COORDINATOR**

### **NATURE AND PURPOSE OF WORK:**

Applies technical knowledge of the Public Works Capital Improvements schedule, financing and budgetary processes to monitor status, update records, analyze and report on planned and ongoing capital improvements projects for the Lafayette Consolidated Government's Public Works Capital Improvements program. Incumbent reports to the Director of the Department, has signature authority for internal budget revisions, and has leadership responsibility for a small clerical staff.

### **ILLUSTRATIVE EXAMPLES OF WORK: (NOTE: EXAMPLES ARE INTENDED ONLY TO ILLUSTRATE THE VARIOUS TYPES OF WORK PERFORMED BY THE POSITION IN THE CLASS. ALL DUTIES MAY NOT BE LISTED).**

Meets with engineering supervisors, rights-of-way personnel, environmental quality staff, contractors, consultants and suppliers, review status of each project. Maintains up to date records on the state of progress and stage of completion for each of approximately two hundred projects ranging in cost from thousands to several million dollars. Maintains an MS Access database of all non-utilities capital improvements projects; queries and exports as .xls files; prepares analyses, reports. Attends meetings of City Parish Council with Director of Department, supplies information, prepares projections, and answers questions as needed.

Monitors expenditures of capital improvement bond funds, maintains close contact with Finance personnel on finance of capital improvements, advises Departmental Director routinely and as needed. Reviews all payments thoroughly before approval. Assures older bonds' funds are used first, tracks totals for each bond issue, projects funded by each, initiates movements of older projects to newer bond fund, prepares reports and analyses of each year's bond fund allocated to each project.

Prepares Department's operations and maintenance budget requests, attends all meetings of operations and maintenance monthly budget reviews. Compiles the Department's annual budget submittal. Manually inputs all Public Works operating and maintenance budget requests into Lawson application. Confirms budget accounts, issues Direct Pay Requisitions according to Purchasing regulations. Tracks performance of vendors, contractors, keeps supervisors, management informed. Monitors and administers contracts for labor, services, supplies and materials, processes payments as required. Monitors Public Works Division Budget and CNG Fund.

Participates in grant management through a variety of funding sources, including but not limited to State Capital Outlay, Federal Emergency Management Agency (FEMA), and Federal Transit Authority (FTA). Reviews all applications, payments and reimbursement requests related to FTA grants utilized by Traffic & Transportation Division.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:**

Considerable knowledge of regulatory environment, methods, materials and costs of municipal streets, storm water drainage, sidewalk, bridge and building project administration methods.

Considerable knowledge of regulatory environment affecting use of bond funds and reporting requirements.

Knowledge of submission, revision and administration of an operating and maintenance budget for a large civil engineering, construction and maintenance department.

Knowledge of Lafayette Consolidated Government purchasing policies, state laws affecting public purchasing.

Skill with standard office personal and enterprise wide computer applications.

Ability to research, understand and interpret state statutes, ordinances, policies and procedures.

Ability to form and maintain productive working relationships with consultants, engineers, management, elected officials, employees and general public.

### **DESIRABLE TRAINING AND EXPERIENCE:**

Baccalaureate degree in field related to finance and administration of large municipal public works capital improvements projects, supplemented by prior working experience yielding a knowledge of the budgeting, construction project administration, operating and maintenance budgets, as well as standard purchasing and contracting methods, or an equivalent combination.