

The City of La Quinta
CLASS SPECIFICATION
Code Administration Coordinator

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Code Administration	C43	Exempt

CLASS SUMMARY:

This class is the fourth level in a four-level Code Administration series. Incumbents perform coordination of Capital Improvement Projects (CIP) and private development projects; including constructability review of CIP plans and specifications and first-line supervisory oversight of staff and projects.

DISTINGUISHING CHARACTERISTICS:

Positions at this level are distinguished from other classes within the Code Administration Classification Series by the level of responsibility assumed, the complexity of duties assigned and the supervision/oversight of staff and projects. Employees at this level are required to be fully trained in all procedures and have a thorough knowledge of current federal, state, county and city laws, codes and ordinances. As assigned, incumbents may supervise other Code Administration staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Prepares, researches, reviews and processes change orders; performs bid item accounting and approves payments; recommends acceptance of projects to the City Council.

Coordinates safe work zone regulations and inspect work sites for compliance with safety requirements.

Inspects work sites, work quality and materials used on public and private projects during various stages of construction to ensure compliance with applicable codes, ordinances and regulations.

Coordinates contracts for materials testing, survey work, project design and other construction management services.

Monitors contractor progress, traffic control, PM10 compliance and NPDES Permit requirements related to construction activities.

Prepares technical reports and correspondence; maintains logs and records.

Performs other duties of a similar nature and level as assigned.

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POSITION SPECIFIC RESPONSIBILITIES:

Positions assigned to **Construction Manager/Inspection Supervisor** functions may also be responsible for:

- Overseeing and administering contracts for construction inspection, materials testing, survey work, project design and other engineering/construction services;
- Conferring with and coordinating information transfer to developers, engineers, architects, property owners, contractors and others regarding construction requirements;
- Conducting pre-construction meetings and conferences; and
- Reviewing plans and specifications to ensure compliance with applicable codes; reviewing requests for construction permits.

TRAINING AND EXPERIENCE:

Bachelor's Degree in Construction Management or related field and up to five (5) years of municipal construction and Capital Improvement Program (CIP) management-related experience.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Class C California Driver's License.
- Possession of, or ability to obtain PM10 and NPDES Certifications within one (1) year of hire.

KNOWLEDGE OF:

- Applicable local, state and federal laws, rules and regulations;
- Principles of public works/construction management;
- Standard specifications, special provisions and plans in administration of construction contracts;
- Field inspection and materials testing methods;
- Standard construction surveying techniques;
- Street and storm drain design and grading techniques;
- Standard landscape and irrigation work;
- Organizational structure of the city and city services as they relate to inspection, plan review and code compliance;
- Supervisory principles;
- Negotiation and conflict resolution;

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- Safety standards;
- City maps, location of streets and all areas around the City;
- Record-keeping techniques;
- Technical report writing techniques;
- Modern office procedures;
- Modern office equipment; and
- Principles of customer service.

SKILL IN:

- Supervising and evaluating employees;
- Prioritizing an assigning work;
- Managing multiple construction projects and associated staff simultaneously;
- Contract administration and evaluation of contractor performance;
- Public bid processes and project management;
- Using tact and diplomacy;
- Using independent judgment in non-routine situations;
- Reading maps and/or plans;
- Basic mathematical computations;
- Operating testing, measuring and other inspection equipment;
- Applying local, state and federal laws, rules and regulations;
- Operating modern office equipment;
- Operating a computer and relevant software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (DT)
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