



# City of Tempe

## CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	624	<i>Department</i>	Community Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	CIP Project Coordinator
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives direct supervision from Manager or other management staff.

May provide technical or functional direction to technical and field staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in project management and/or planning and coordinating projects. Experience in construction management or landscape architecture is preferred.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university in parks and recreation management, construction management, park, regional, or urban planning, landscape architecture, civil engineering or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To further City initiatives in performing comprehensive professional project management relating to the budgeting, planning, design, and construction of Parks and Recreation projects. Works cooperatively with the community, stakeholders, development teams, engineers, architects, landscape architects, park maintenance and recreation staff, planners, and inspectors in planning, budgeting, funding, designing, and construction of parks and other recreational facilities and amenities.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Forecast, plan, and prioritize construction/renovation projects and equipment replacement;
- Provide capital improvement and operating budget estimates for park related projects;
- Coordinate department activities with other City departments, division, sections and with outside agencies including consultants, engineers, developers, and contractors;
- Coordinate with the Engineering/Capital Improvement Program Section on the planning, design, procurement and project management aspects of major park capital improvement projects;
- Review and prepare scope, specifications, and addendums to various procurement RFPs/bids/quotes related to capital improvement program projects;
- Review plans, specifications, designs, new construction and existing facilities for compliance with ADA, and public safety practices/standards;
- Conduct field visits, inspections and on-site meetings as necessary to verify compliance with City of Tempe standards, codes, ordinances and approved drawings and specifications;
- Obtain quotes from vendors, submit requisitions, and coordinate equipment and material installation, and contracting services;
- Coordinate and administer professional services contracts, payments, grant reimbursements, and other required documentation;
- Work with the City's Neighborhood Services section and other City staff to coordinate and conduct public/neighborhood presentations;
- Work with the City's Communication/Media Relations team to communicate and bring attention to capital projects.;
- Handle neighborhood complaints, concerns, or inquiries related to Park's capital improvement programs or activities;
- Prepare reports for staff, City Council, commissions, committees and boards on individual and collective capital improvement projects;
- Write, manage, and coordinate grants for the division;
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective February 2023</i>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Capital Improvement Program (CIP) Project Coordinator**

**Job Code: 624**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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ENDURANCE				
Sit		X		
Stationary / Stand				X
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*		X		
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*			X	
Fumes		X		
Computer Software				X
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat		X		
Extreme Cold		X		
Office Setting			X	
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist		X
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Climb Stairs / Ladders	X	
Neck Range of Motion		X
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

\*\* Hearing test is required