



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1030

CATEGORY: Management & Organizational Functions

ROLE OF THE PUBLIC WORKS CONSTRUCTION COORDINATOR

The Public Works Construction Coordinator is responsible for the overall construction of County roadways and will report to the Director of Infrastructure Services. The Construction Coordinator is responsible for supervision, estimation, planning, coordinating and organizing the County road and bridge construction projects being either day labor or contract projects. Responsibilities will also include assisting with records management, budget control and contract supervision as required.

Under the general direction of the Director of Infrastructure Services, the Public Works Construction Coordinator is responsible for the following:

A. TRANSPORTATION: (Public Works)

General Duties

- Supervising and acting as first contact to and supervision of construction employees, utilizing large equipment such as graders, cats, motor scrapers, backhoes, packers, etc.
- Organizing and directing of construction crew so results meet required standards and specifications.
- Work in co-operation with temporary construction foreman regarding construction of all roads to be constructed in the County.
- Establishing work priorities for the road construction crews within the confines of each individual project.
- Preparing cost estimates for County construction projects for each season of the year as required.
- Completing recording of job quantities, costs and other particulars related to construction, as well as compilation and verification of all pay quantities including equipment payments, materials, invoice etc.
- Accident investigating and reporting.
- Reviewing construction program on a weekly basis with the Director of Infrastructure Services.
- Maintaining a daily diary outlining all activities performed and all abnormal conditions encountered as well as customer requests and complaints.
- To ensure that all easements, agreements, utility line moves, and other preparatory requirements are in place prior to commencing a project.

Effective

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B. CONTRACTS:

- Assist with the preparation packages with specification of construction projects for tendering to bidders.
- In consultation with the Director of Infrastructure Services, will hire small contractors and supervise small contractors for the purpose of roadway construction.
- Hiring and supervising private equipment.

C. SAFETY:

- Ensuring safe working practices are observed at all times.
- Reviewing contracts with hired contractors to make sure they understand requirements and Occupational Health and Safety regulations are adhered to.
- Reporting to the Supervisor of Safety & Municipal Utilities Services, all Occupational Health & Safety related injuries or property damage regardless of its severity.
- Reporting to the Supervisor of Safety & Municipal Utilities Services all work situations which are suspected of being unhealthy or unsafe.
- Reporting to the Supervisor of Safety & Municipal Utilities Services, any employee whose on-the-job performance or actions contravenes established safety procedures or work practices.
- Submit reports on accidents and other hazardous conditions discovered in the County road construction and promptly attend to all hazardous situations.

D. FINANCIAL:

- Ensuring all invoices on purchases are authorized and coded to the proper account code.
- Assisting in the preparation of the construction portion of the Road Construction and Maintenance Budget of the County and ensuring that all expenditures are allowed for in the budget.
- Approving daily time sheets of equipment operators, seasonal staff, and contractors.

E. OTHERS:

- Maintain courteous business like relations with the public, contractors, Council Members and co-workers.
- Perform other duties as assigned.

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