



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB DESCRIPTION #2019-17

CLOSING DATE: 7/31/2019

Job Title: Project Coordinator

FLSA Status: Non-Exempt

Work Location: 602 No. Staples; Various Locations

Department: Capital Programs

Reports To: Managing Director of Capital Prog./Cust. Serv.

Pay Grade: 22 **Salary:** \$22.23 - \$36.23
(Min – Max.)

General Summary: **CCRTA** is seeking to hire a Project Coordinator who will be in charge of assisting our Managing Director of Capital Programs/Customer Services in organizing new/ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

Essential and Marginal Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Maintain and monitor project plans, project schedules, work hours, budgets and expenditures.
- Review all construction documents for completeness and constructability.
- Support the development of project related Request for Qualifications, Request for Proposals and Invitation for Bids.
- Organize, attend and participate in stakeholder meetings as necessary.
- Document and follow up on important actions and decisions from meetings.
- Prepare necessary presentation materials for meetings.
- Ensure project deadlines are met.
- Review any project changes.
- Review projects to ensure the ADA requirements are followed.
- Provide administrative support as needed.
- Undertake project tasks as required.
- Develop project strategies.
- Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Performs research for particular projects and initiatives; interacts with other groups to obtain information and discuss policies, procedures and practices.
- Prepares statistical reports to provide information to management.
- Assist in the process and development of Special Projects assigned as needed.
- Completes all required reports and records in a timely and accurate fashion.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Performs a variety of related duties and responsibilities as required.
- Performs other duties as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:**Knowledge of:**

- Effective time management;
- Excellent computer skills, including ability to work effectively with Microsoft Excel and Word
- Strong command of English usage, spelling and vocabulary.
- Environmental safety laws and regulations;
- Standard safety procedures and precautions;
- Demonstrated superior verbal and written communication skills;
- Possess innovative, resourceful, and proactive disposition, committed to ensuring continuous improvement of capacity and delivering quality service
- Strong ability to expect challenges and proffer effective solutions to them

Ability to:

- Communicate effectively verbally and in writing;
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Multi-task and work with a diverse group of people;
- Exercise independent judgment and responsible decision making;
- Understand and follow oral and written instructions;
- Comply with Regional Transportation Authority policies and procedures; and
- Maintain a dependable attendance record.

Skills:

- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter;
- Read and interpret service and instruction manuals; and
- Read and interpret construction documents;
- Be familiar with ADA requirements for construction of buildings and concrete infrastructure;
- Type at a speed necessary for successful job performance;
- Interpersonal communication skills at a level suitable for courteous business interaction with the all staff and management levels within the Authority, representatives and officials of public and private agencies, vendors, and the general public;
- Proficiency in Microsoft Access and/or similar database application(s);
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s);
- Proficiency in Microsoft Word and/or similar word processing application(s); and
- Proficiency in Microsoft PowerPoint and/or similar PowerPoint application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associates degree in a related field of study, ex., Engineering, Construction Management, etc.
- **Experience:** Minimum three (3) years related construction work experience with project coordination responsibilities.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment physical, drug and alcohol screen and background investigation.

Working Conditions and Physical Requirements:

Will work part time in the field surveying locations and part time in a typical, climate controlled office environment. Some extended work hours may be required on various types of projects. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in

outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.