



Isle of Wight County

Transportation Coordinator

SALARY	\$44,398.00 - \$58,351.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	Public Works	OPENING DATE	12/04/2023
CLOSING DATE	Continuous		

Description

The Transportation Coordinator assists the Transportation Division and Public Works Department with managing capital project construction for Locally Administered transportation projects, from funding acquisition, through procurement, design, and construction, including fiscal and audit oversight. They serve as active partners on VDOT Administered transportation projects in the County and provide direct coordination with VDOT crews for unresolved citizen maintenance concerns on public roadways.

Examples of Duties

- Coordinates a wide variety of non-routine projects with a high degree of independent judgment and responsibility on subject matter related to the Transportation Division in Public Works;
- Identifies new projects and initiatives to benefit the organization and interacts with Federal, State, and Regional officials and agencies, other localities and community organizations;
- Manages special short-term projects in transportation including procurement solicitations, vendor coordination, inspections, project audits, and close out.
- Manages or administers grant funds, including grant application assistance, grant fiscal tracking, and support during grant audits;
- Manages Federal, State, and local procurement document flow related to grant-funded projects, including development of IFBs, management of advertisements, analysis of DBE and Civil Rights contract requirements, and bid tab analysis;
- Processes Federal and State grant reimbursement requests, tracks received funds, and coordinates between state and inter-County departments to ensure correct fiscal accounting for all funds;
- Processes Federal and State grant reimbursement requests, tracks received funds, and coordinates between state and inter-County departments to ensure correct fiscal accounting for all funds;
- Provides contract management for active construction projects, including tracking vendors and purchase orders, reviewing invoices and pay applications, reviewing Civil Rights and DBE requirements, making regular payments, developing and analyzing contract amendments, and calculating liquidated damages
- Assists in organizing special events like groundbreakings, ribbon cuttings, community meetings, and public forums.
- Observes all approved safety and health policies and procedures pertaining to an employee's work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.
- Performs other assigned duties.

Physical Demands:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

Required Qualifications

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires a Bachelor's degree
- Two (2) years of work experience
- Five (5) years of relevant experience may be substituted for education
- VDOT, construction, procurement, MUNIS, and grant administration experience preferred.
- Experience with site plan or construction plan review preferred.

LICENSES/CERTIFICATIONS:

- Driver's License valid in the Commonwealth of Virginia.
- Project Management Professional (PMP) certification is preferred
- VDOT LAP Qualification Program training completion and maintenance is required for all Transportation Division staff.

Supplemental Information

The Transportation Division of Public Works operates as a small team of solution-oriented, creative-thinkers to produce significant results with limited resources. The ideal candidate for the Special Projects Coordinator position can work comfortably in a fast-paced, multi-tasking environment with minimal supervision. The Special Projects Coordinator needs to be able to shift gears and adjust priorities on a regular basis without losing track of long-term goals and deliverables.

Additionally, the ideal candidate will be a fast-learner, comfortable with tackling a wide variety of assignments and applications that may be unfamiliar. Experience in the construction field and previous work with contractors and construction vendors will be helpful.

Anticipated Hiring Range: \$44,398 - \$58,351 depending on qualifications.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Agency

Isle of Wight County

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Website

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