



CITY OF CEDAR RAPIDS
invites applications for the position of:

Utilities Project Coordinator

SALARY: \$24.79 - \$32.21 Hourly

OPENING DATE: 10/26/22

CLOSING DATE: 11/09/22 04:00 PM

DESCRIPTION:

Are you skilled at coordinating and administering projects? Are you a self-starter with a need for continuous education and knowledge growth? The City of Cedar Rapids is looking to hire a Utilities Project Coordinator to join our organization! At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community.

We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer (k.ulmer@cedar-rapids.org or 319-286-5138).

What is in it for you?

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$63.88 per month for 2022! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans (IPERS) with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Generous flex leave (paid-time off)
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- Commitment to professional development
- View our non-bargaining [Choice Plan Benefits Summary](#).

[Cedar Rapids - Why you should live here!](#)

About the Position:

Works with Project Managers, Engineers, and Construction Contract Administrators on the administration of construction projects at the Water and Water Pollution Control plants, assisting with projects, documentation, project tracking and meetings.

Position Schedule: Monday-Friday 7:30am-4:30pm

Salary: \$24.79 hourly to commensurate with experience

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids. The City of Cedar Rapids does not offer sponsorship for employment authorization.

EXAMPLES OF ESSENTIAL DUTIES:

- Monitors and tracks projects, and coordinates project activities with contractors, engineers, and other city departments; initiates communication with other parties as necessary
- Assists with documentation development of bid tabulations, project awards, and prepares intake and output documentation
- Coordinates with city departments, staff members, and contractors on the collection of inspection reports, research, as-built records, specifications, submittals, requests for information, change orders and change order requests, allowance cost tracking, and maintains all other variations of key documents
- Prepares and maintains project tracking documentation and scheduling warranty checks, project warranty follow-up, logs, project financial data, and generated reports
- Maintains capital improvement project files, prepares meeting agendas, documents project meeting minutes, and attends construction related project meetings
- Performs a variety of administrative duties
- Performs related work as required

TYPICAL QUALIFICATIONS:**Required Education and Experience**

- Associate's degree in a related field and
- One (1) to three (3) years' experience of clerical or administrative experience or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- Valid U.S. Driver's License

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedar-rapids.org/>

101 First Street SE
 Cedar Rapids, IA 52401
 319-286-5000

k.ulmer@cedar-rapids.org

Position #NB484- 10/26/2022
 UTILITIES PROJECT COORDINATOR
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Utilities Project Coordinator Supplemental Questionnaire

- * 1. Please briefly describe your experience administering construction projects.

- * 2. Upon employment with the City of Cedar Rapids, any secondary employment outside of the position you are hired for must be approved by the Department Director as well as Human Resources Director. (See Section 2, Subsection 06 (2.06) of the City's Personnel Policy here: <https://bit.ly/CR-206>). Please initial below if you acknowledge that you would adhere to this policy if selected for this position.

- * 3. What are your salary expectations?

- * Required Question