



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**SPECIAL PROJECTS COORDINATOR I**  
**DAWSON COUNTY PUBLIC WORKS**  
Full-Time/Hourly/Non-Exempt

**JOB SUMMARY**

This position will assist the Public Works Director with the MS4 Management Program as well as project management for capital, SPLOST-assigned projects. The Special Projects Coordinator plans, coordinates, implements, and oversees the county's stormwater quality management program; ensures county compliance with its federal and state mandated municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit and other federal, state, and local regulations regarding stormwater and surface water quality. Work involves administration and enforcement of county construction and development codes and ordinances. Additionally, the position will assist with project design, development, and supervision of new construction and construction improvements in Dawson County. Responsibilities include oversight on development projects within the county, serving as a liaison to local, regional, and state governmental agencies, as well as to county property owners and the general public. This position will offer the candidate the availability to grow in position through approved education and certification, to a level II and III position.

**ESSENTIAL DUTIES**

- Plans, coordinates, implements, and oversees the county's Stormwater Management Program (MS4) and related programs, projects, and initiatives.
- Ensures Municipal Separate Storm Sewer (MS4) area compliance with requirements; researches and interprets proposed environmental legislation, lawsuits, and actions by other municipalities for potential impact to county-wide programs and policies.
- Investigates and schedules response or responds to citizen requests and complaints pertaining to stormwater regulations; determines and implements corrective action; may issue notice of violations and/or citations as required to enforce storm water regulations.
- Tracks and monitors all post-construction treatment devices installed in the County MS4 area; develops educational material regarding maintenance of the device and annual reminders to all owners of the devices; coordinates follow-up inspections and enforcement actions as needed; researches and reviews new methods and technologies for mitigating storm water runoff.
- Works with county officials and staff to establish scope of road infrastructure projects for development and construction. Develops and implements projects through completion of construction.
- Supervises, inspects, and evaluates work performed by developers and contractors on in-progress, county-funded and SPLOST-funded projects; ensures work meets specifications and complies with ordinances; communicates with developers and contractors regarding construction problems; amends construction plans and specifications; and updates supervisors as required.
- Reviews construction drawings and bid documents; meets with contractors, architects, and engineers to develop specification on projects and resolve problems concerning compliances with construction codes, regulations, and general engineering principles.

- Provides technical information and assistance to contractors, county staff and the general public pertaining to projects within his or her supervision.
- Conducts special investigations related to traffic, hydrology, and capital improvements.
- Attends commission meetings as needed and advises the Board on Public Works matters, as requested.
- Maintains and updates professional knowledge; reads new laws affecting work and standards; attends training programs, seminars, workshops, and meetings as necessary or required.
- Performs other related duties as required.

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- Proper road construction.
- Proper ditching and pipe-laying procedures.
- County and department policies and procedures.
- Local building codes and ordinances and relevant state and federal laws.
- Basic principles of civil engineering.
- Principles and techniques of project management.
- Site development standards, road construction details, and be able to demonstrate an understanding of construction drawings and cartography.
- Georgia Department of Transportation specifications and a working knowledge of the state M.U.T.C.D manual.
- State laws, local ordinances, and trade codes governing traffic, and structural engineering and the construction process and ability to interpret such.
- County geography, including the location of roads, streets, subdivisions, and zoned areas.
- Work methods, practices, and techniques in civil and traffic engineering, hydraulic, and detention basin design, development permits, road and site construction, maintenance and performance bonds, soil erosion control methods and requirements and other practices and procedures as related to engineering functions.
- Basic office computer software.

### **SKILLED IN:**

- Storm water management
- Supervision of infrastructure projects
- Civil Engineering Principals
- Achieving proper grade and compaction
- Reading plats and maps
- Verbal and written communication

- Plan review
- Time management skills with a proven ability to meet deadlines

#### **ABILITY TO:**

- Read and interpret blueprints, maps, survey notes and other records typically associated with construction and land development.
- Perform deed and title research.
- Plan/construction review.
- Develop bid specifications and work with county staff to develop bid documents.
- Operate a printer and map reproduction machines.
- Compile simple engineering data and statistics.
- Interpret maps.
- Organize and manage multiple projects and priorities.
- Review, understand, and interpret design drawings, site plans, construction specifications, cost estimates, engineering plans, maps, plats, surveys, and contracts documents to determine compliance with county ordinances and policies.
- Comprehend and apply advanced mathematical principles.

#### **GUIDELINES**

County ordinances, construction plans, relevant state laws, SPLOST state laws, zoning regulations, and standard codes for road construction. These guidelines require judgment, selection, and interpretation in application.

#### **COMPLEXITY**

The work consists of varied project management duties. The variety and number of codes that are to be followed and the need to interpret them for county staff, contractors, and the public contribute to the complexity of the work.

#### **CONTACTS**

- Contacts are typically with co-workers, other county employees, builders, general contractors, property owners, business owner, developers, attorneys, local elected officials, architects, design professionals, law enforcement, federal and state officials, surveyors, engineers, and the general public.
- Contacts are typically given and exchange information, motivate personnel, resolve problems, provide services, negotiate and settle matters.

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of this position is to ensure professional project management of infrastructure projects are met, as well as to proactively provide expertise to local governmental entities and the general public.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 10 pounds regularly and up to 30 pounds occasionally, use tools or equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

**Environmental Factors:** The work is typically performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, and inclement weather. Some work may require the use of protective devices such as mask, goggles, or gloves.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Director of Public Works assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final result.

## MINIMUM QUALIFICATIONS

- MS4 Stormwater Inspector Certification or ability to acquire within one year.
- Soil and Erosion Control Certification or ability to acquire within a reasonable time frame.
- Five years of experience in project management and construction monitoring as related to infrastructure improvements, primarily in drainage, utilities installation, and roadway design preferred.
- Associates degree or higher degree of learning in a related field preferred; or any equivalent of education and experience that provides the minimum level of qualifications stated above.
- Experience with MS-4 stormwater monitoring and reporting a plus.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated and must maintain a satisfactory driving record.
- Applicant must be able to pass a Background Check and Drug Screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_