City of Bellingham
Classification Specification

CLASS TITLE	**Project Records Coordinator**
DEPARTMENT	**Public Works\Engineering**
UNION:	**1937**
SG:	**109**
CS:	**Entry**
FLSA:	**Y**
EE04/SOC CODE:	**AS/43-9199**

NATURE OF WORK:

Maintains computerized records of all engineering projects to ensure proper documentation, coordination, and timely disposition, Collects, classifies, and organizes all project related records, such as drawings, contracts. and permits. Monitors status of projects, prepares reports, and collaborates with the engineering staff to ensure project deadlines are observed. Evaluates and recommends modification to the records management system.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Records and Public Disclosure Coordinator classification by its specialized responsibility for recordkeeping related to Public Works contract management. The Project Records Coordinator maintains records exclusively for the Public Works Engineering Division while the Records and Public Disclosure Coordinator has a broader role coordinating the City-wide records management program, including the operation of the City Records Center.

SUPERVISORY RELATIONSHIPS:

Reports to Development Manager who assigns and reviews the work. Works independently under general supervision and the guidance of applicable federal, state, and local statutes, regulations, policies, procedures, and contractual agreements. Maintains close working relationships with Project Engineers and Construction Inspectors.

ESSENTIAL FUNCTIONS:

1. Collects, classifies, and organizes all project related records, such as drawings, contracts, and permits. Ensures all final documents are filed and archived in accordance with City-wide records management guidelines.

2. Maintains project tracking and records management systems. Identifies potential improvements and recommends modifications to optimize project tracking and record management effectiveness.

3. Works with engineering staff to record project start and completion dates, disposal of deposits, correspondence, and other relevant data. Coordinates the collection, recording and refunding of fees and deposits, as well as the release of bonds.

4. Keeps engineering staff, contractors, and developers informed of project status to eliminate duplication and ensure that deadlines are observed. Generates monthly status reports for in-progress projects.

5. Maintains active work orders to indicate stages of project completion such as preliminary engineering, right-of-way, construction, and percentage of completion.

6. Prepares project prospectuses and contract plan sets from information obtained from engineers, developers, and records.

7. Prepares reports on new City assets from statistical data provided by developers on improvements to arterial streets, stormwater, sewer, and water systems.

8. Monitors and audits all intents, affidavits, and certified payroll from awarded contractors and sub-contractors on federally funded capital projects to ensure compliance with prevailing wage requirements. Verifies apprentices are paid the correct wages at each step during their program. If contractors submit incorrect wage information or related documentation, the submission is returned for correction and resubmission. Ensures the proper completion and submission of Request to Sublet, Certification for Federal Aid forms, and wage interviews documents.

9. Coordinates with the Senior Permit Reviewers and private development Project Engineers to prepare stormwater permits for Public Facilities Contract (PFC) agreements.

ADDITIONAL WORK PERFORMED:

1. Assists staff members in obtaining information from records and computerized files as requested.

2. Drafts correspondence for engineers' signatures at crucial stages of projects.

3. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge of:

- Knowledge of computerized recordkeeping and records management systems.
- Some knowledge of technical engineering practices, methods, and standards related to project management.
- Some knowledge of applicable local, state, and federal laws and standards related to engineering project records management.

Skills in:

- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City personnel, and the general public.

- Familiarity with records management, data entry tools, and proficiency in using spreadsheet, database, and word processing software.
- Familiarity with contract management.

Ability to:
- Maintain detailed computerized and hard copy records.
- Compile statistical and budgetary reports on projects.
- Work independently with minimal supervision.
- Communicate effectively, both orally and in writing.
- Work accurately with attention to detail in an atmosphere of frequent interruptions.
- Establish and maintain effective working relationships with other employees, developers, and contractors.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, printer, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Frequently move between work sites;
    - Occasionally transport boxes or equipment weighing up to 30 lbs.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting and requires sitting and working for extended periods in front of a computer terminal.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One (1) year of vocational coursework in specialized recordkeeping, records management, engineering technology or related field,
  AND
- One year (1) experience in specialized recordkeeping and/or records management related to contract management required.
  OR
- Two (2) years of experience in specialized recordkeeping and/or records management related to contract management.
- Experience with engineering records, contract format, and content preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: Kohnke/Simplot
MK/Sellin
3/94

REVIEWED BY:

_____

B. Baldwin
A Silva
E. Weinberg
12/24

Mike Olinger
Interim Director of Public Works

COMMISSION APPROVAL: 12/11/2024