

Town of Milton

115 Federal Street
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

Job Title:	<u>Project Coordinator</u>	Reports to:	<u>Town Manager</u>
Classification:	<u>Exempt</u>	Hours:	<u>40 hrs/week; including some</u>
Pay Grade:	<u>7</u>		<u>Saturdays</u>
Prepared by:	<u>Kristy Rogers</u>	Approved by:	<u>Town Council</u>
Date Approved:	<u>August 5, 2019</u>	Last Revision Date:	<u>October 2014</u>

SUMMARY:

The Project Coordinator is responsible for enforcing and explaining regulations relating to the Milton Town Code on items such as, but not limited to zoning, subdivision, land use, planning, design review, ADA compliance, and related codes to the public. Additionally, the Project Coordinator provides oversight of zoning compliance. The Project Coordinator takes direction from and reports to the Town Manager or designee. This position requires the ability to sit at a workstation for extended periods, carry up to 25 lbs., occasionally move about inside the office to access file cabinets, office machinery, etc., occasionally ascend/descend stairs to access Town records, stock supplies, file, etc.

PRIMARY RESPONSIBILITIES:

1. Reads, interprets, and effectively communicates the Town of Milton Charter, Code, and Comprehensive Plan.
2. Initiates enforcement and ensures strict adherence to all Town Codes.
3. Provides recommendations and prepares revisions to the Town Ordinances.
4. Enforces state and local regulations concerning construction and maintenance.
5. Verifies zoning districts within the Town.
6. Reads and interprets construction plans and specifications for compliance with the Town Code and recognizes deviations from such plans in the construction process.
7. Performs field inspections of both construction and non-construction sites (including buildings and rental properties), in order to ascertain compliance with permitted activity and the Town of Milton Municipal Code.
8. Serves as the coordinator for Americans with Disabilities Act and FEMA Floodplain Management.

9. Acts as liaison between the Town and property owners, federal, state, and local officials, and attorneys.
10. Assigns addresses to properties for 911 services and postal locations.
11. Oversees the issuance and enforcement of all Business and Rental licenses.
12. Ensures compliance with the Town of Milton's Clean Hands Ordinance.
13. Manages all applications for Annexation and Rezoning to be heard before Town Council; manages, as a whole, the Planning and Zoning Commission, the Historic Preservation Commission, and the Board of Adjustment meetings and public hearings including but not limited to notifications, posting of sites, mailings, minutes, and filing, as directed in the Town of Milton Charter, Code and Ordinances.
14. Attends all meetings and public hearings of Town Council, Planning and Zoning Commission, Historic Preservation Commission, and Board of Adjustment.
15. Records minutes for the Planning and Zoning Commission, Historic Preservation Commission, and Board of Adjustment meetings accurately using recorder software; on occasion, may be responsible for preparation of minutes.
16. Represents the Town of Milton in meetings with contractors, architects, engineers, and developers.
17. Responds to all inquiries in a timely and courteous manner, providing information within the scope of knowledge, and authority, and referring to higher classification employee as applicable.
18. Analyzes data to determine answers to questions from members of the public.
19. Adheres to the Town Charter, all Town policies, procedures, and ordinances.
20. Prepares reports to Town Manager as directed.
21. Supervises the Code Enforcement Officer.
22. Performs other related duties as assigned by Town Manager.
23. Work of higher classification may be required on occasion.

ADDITIONAL RESPONSIBILITIES:

1. Assumes the responsibilities of the Code Enforcement Officer as needed.
2. Monitors all Work Orders and responds to all complaints filed with the Code Department.
3. Attends trainings for job responsibilities as assigned by the Town Manager.
4. Must file, research, and maintain records of Planning and Zoning Commission, Historic Preservation Commission, Board of Adjustment, and Town projects, including recording documents with the Sussex County Recorder of Deeds.
5. Must keep work area in an organized manner.
6. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

AMERICAN WITH DISABILITIES ACT REQUIREMENTS:

This is light work requiring the exertion of up to twenty-five (25) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires the positioning self to move about workspace and places of inspection, handling of job responsibilities, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at

normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities. The worker is exposed to inside and outside environmental and atmospheric conditions.

KNOWLEDGE, SKILLS, & ABILITIES:

- Requires knowledge of and ability to use office equipment including but not limited to: computer, facsimile machine, scanner, telephone, and copier as necessary for the processing of permits and licenses, for business correspondence and for internal and external reporting needs.
- Requires considerable knowledge of zoning laws and the Town of Milton Code.
- Knowledge of and ability to use the Microsoft Office Suite is required.
- Knowledge of and ability to use Geographic Information Systems (GIS) and related mapping systems is required.
- Requires the ability to demonstrate sound knowledge and prepare necessary business correspondence is required.
- Requires the ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy is necessary.
- Requires knowledge of and experience with general office procedures, policies, and methods.
- Requires the ability to deal with the public in a professional manner.
- Requires the ability to use good judgment in the completion of a variety of work situations.
- Requires the ability to organize, multi-task, and plan work to meet deadlines.

EDUCATION/QUALIFICATIONS:

The Project Coordinator position requires a high school diploma or equivalent education. Post High School related course work and management experience preferred. Coursework or degree in planning is preferred, but not required. Coursework or experience with Geographic Information Systems (GIS) is preferred, but not required. Project Coordinator must obtain ASFPM (Association of State Floodplain Management) Certification within eighteen (18) months of employment.

ADDITIONAL REQUIREMENTS:

1. Within 180 day probationary period, must acquire considerable knowledge of the Town's functions, policies/procedures, and applicable ordinances.
2. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training for Emergency Management, required during the probationary period.
3. Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.

4. Employees must be licensed to operate a motor vehicle in the State of Delaware at all times during the term of employment.
5. Employees must be able to communicate effectively through the reading, writing and speaking of the English language.
6. Demonstrable knowledge of construction standards including, but limited to, those promulgated by the International Code Council (ICC) and National Fire Protection Association (NFPA) is required.
7. Knowledge of and experience with the Edmunds Municipal Government program is preferred but not required.
8. Flagger Certification from the American Traffic Safety Services Association must be acquired within the 180 day probationary period.
9. Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
10. Employees may be required to obtain professional certifications, to update training and to participate in professional associations if management deems that it is necessary for to continue to fulfill the obligations of this position. Attendance at and completion of such coursework is a condition of continued employment.
11. Direct deposit of employee pay is required.
12. Technical training in the areas of building construction and inspection is preferred; experience and/or training which provide an equivalent to a minimum employment standard as desired by the Town is required.
13. Experience with word processing and the ability to learn spreadsheet programs and data entry is necessary.
14. Employee must be able to read and interpret plans including but not limited to: construction, subdivision, site, etc.; and be detail-oriented and accurate (i.e. with numbers and street locations).

By signing this document, I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Employee Signature

Date