

Building Construction

Job Opportunity Available:

Position Title:

Maintenance Operations Coordinator

Company:

DEPARTMENT OF TRANSPORTATION - DISTRICT TWO

About the Company:**Office Location:**

Duval County

Hours:**Wages:**

\$1,400.00 to \$1,700.00 Biweekly

Job Description/Responsibilities:

Skilled in the determination of right-of-way maintenance needs using various analytical methods, including but not limited to: visual inspections; interpretation of technical reports; annual work plans; third party inspections and assessments; and referrals from the general public or other government agencies.

Skilled in the planning and scheduling of right-of-way maintenance to ensure compliance with various Department and District programs and initiatives (e.g., Resource Management Plan; Maintenance Rating Program; Various Maintenance Contracts; Pavement Condition Survey, etc.)

Knowledge of relevant Department technical manuals, procedures, rules and regulations necessary to ensure compliance during the performance of preventative and corrective right-of-way maintenance as well as right-of-way improvements.

Ability to communicate ideas between engineers, supervisors, other Department personnel, government officials and the general public.

Knowledge of various policies and procedures, including but not limited to: personnel; conduct standards; safety and industrial health and vehicle preventative maintenance system.

Ability to analyze a situation or problem, weigh alternative solutions,

recommend a preferred course of action, and execute the approved remedial plan. Also must be able to weigh the urgency of a problem with the need for higher level of approval and take action accordingly.

Ability to represent the Department in a professional manner at public meetings and legal hearings.

Ability to deal with people effectively, using tact and diplomacy.

Knowledge of computer software such as but not limited to Microsoft Office products.

Skilled in planning, organizing and coordination of daily activities.

Ability to review and interpret construction plans.

Required Qualifications:

Requires a Class "E" Drivers License

Other Information:

Position Number: 550009200

Broadband Code: 17-2199-03

Open Competitive

Contact Person:

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