



City of Milford
Public Works Coordinator
Pay Grade: 6

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Candidates qualified for this position must have eighteen to twenty-four (18-24) months' experience coordinating the scheduling of solid waste collections, programming routes, and receiving and forwarding notices of missed collections. In addition, the incumbent must have at least One 1 year experience in preparing employee payroll input. NIMS (National Incident Management System, ICS-100, and FEMA IS-700 training is required. Must pass preemployment testing for substance abuse and criminal background. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High school diploma or equivalent; credit toward relevant coursework with accredited college or university preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Direct Supervisor: Public Works Director

Supervisory Responsibility: N/A

Primary Work Location: Sedentary work which requires exerting up to 10 pounds of force. Requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Job Summary: The Public Works Coordinator performs advanced coordination and planning activities for the Solid Waste and Facilities management functions within the Department of Public Works. This role includes compiling and reporting on Key Performance Indicators (KPIs) and preparing payroll for the Public Works Department.

The Public Works Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Public Works Coordinator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Work Order & Service Coordination:** Accepts, assigns, and ensures closure of all work orders related to missed solid waste pickups, new accounts, and container replacements or deliveries. Schedules bulk pickups and dispatches Public Works Equipment Operators for required bulk cleanup.
- **Customer Service & Issue Resolution:** Receives and forwards complaints regarding waste management services from the Customer Service Division and the public. Coordinates with the Building Operations & Refuse Supervisor to address missed collections, missing containers, and container repairs or replacements.
- **Data Collection & Reporting:** Collects and compiles collection tickets for green fill and transfer stations (trash and recycling). Compiles Public Works statistical data and prepares monthly reports for the Mayor & City Council, including year-over-year data analysis and



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department activity summaries. Assists in tracking and reporting Key Performance Indicators (KPIs) for Public Works.

- **Payroll & Financial Administration:** Submits bi-weekly payroll for Public Works staff to the Payroll Coordinator. Enters requisitions into the City's financial software and solicits approval for purchasing materials and managing contracts with third-party vendors for custodial services, Above Ground Tank (AGT) testing, and dielectric testing, and Preventative Maintenance (PM) procedures for City facilities.
- **Event Support & Representation:** Serves as a Public Works representative during festival events, preparing, creating, compiling, and maintaining materials for event coordination.
- **Fleet & Asset Management:** Tracks and records pre- and post-trip inspection reports for Public Works vehicles and equipment. Coordinates the collection of accident data. Assists with information gathering and posting of surplus assets for sale via GovDeals or other auction platforms.
- **Other Duties:** Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- City Code, policy, and procedures relating to solid waste collections practices.
- Research's methods and reports preparation and presentation.
- Detailed record-keeping techniques.

Skills

- Proficient with standard office equipment, such printers, scanners, fax machines.
- Understands written and verbal communication.
- Able to verbally explain and simplify solid waste collection policies and procedures to residential customers.
- Proficient with Microsoft Office applications, including Excel, Word, and Outlook.
- Interacts positively with residents, corporate citizens, customers, vendors, co-workers, members of the public and other stakeholders in a polite and professional manner.

Abilities

- Understands and performs verbal and written instructions.
- Types at a reasonable rate of speed (at least 40 words per minute) with accuracy.
- Professional and courteous attitude with the public and interacts positively and productively with co-workers, vendors, customers, residents, and others.
- Demonstrates the ability and tenacity required to complete a project or process from start to finish as well as the resilience to overcome challenges throughout.
- Able to multitask.



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Signatures/Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Director: _____