



City of Milford
Infrastructure 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 site, utility, and backfill inspections, field testing, material purchasing, and provision of price quotes in a business-to-business environment. NIMS (National Incident Management System, ICS-100, and FEMA IS-700 training. 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 Infrastructure Coordinator performs advanced coordination and planning activities for Department and Division management, including scheduling, testing, and purchasing in support of utilities, road construction, and materials procurement. Additionally, the incumbent collects and secures surety documents, such as maintenance and performance bonds and letters of credit. The role also involves compiling and reporting on Key Performance Indicators (KPIs).

The Infrastructure 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 Infrastructure 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:

- **Maintenance & Inspection Scheduling:** Coordinates the scheduling of inspections for infrastructure installations—including water, sewer, storm water, paving, and electric—as well as electric activities such as service work, maintenance, and response to trouble calls.
- **Project Pricing & Work Order Management:** Prepares construction inspection fee invoices and tracks payments through the Finance Department. Coordinates all construction inspection and testing activities, maintains project records and work orders, and manages third-party inspection costs and billing.
- **Meter Installation Scheduling:** Schedules electric and water meter installations.
- **Inspection Prioritization & Compliance:** Prioritizes inspection requests between in-house and third-party personnel to ensure compliance with DelDOT standards for infrastructure construction and sequencing.



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- **Electrical Inspection Control:** Maintains the control number list for electrical inspections and tracks support hours for third-party inspection personnel for invoice reconciliation.
- **Bonding & Surety Coordination:** Receives and forwards surety documents to the Clerks' Office; maintains proper bonding schedules for performance and maintenance surety; coordinates the exchange and release of bonds and letters of credit when warranted and upon City Council acceptance of infrastructure.
- **Public Information & Reporting:** Gathers information and prepares reports for public information captions and announcements on the City's website and social media; supports supervisory responses to public inquiries.
- **Call Message Script Development:** Crafts scripts for call messages based on construction schedules and maintenance activities, including hydrant flushing, road projects, and waterline repairs.
- **Contract & Agreement Management:** Tracks and maintains various development agreements, third-party contracts, leases, and goods and services contracts (e.g., custodial, water, mats, first aid boxes, AGT testing, dielectric testing, substation inspections, PM procedures).
- **Grant Support:** Assists with data collection for grant applications and supports the designated project manager in tracking and reporting grant obligations.
- **Material Consumption Tracking:** Tracks the consumption of materials against work orders.
- **Utility Permit Processing:** Reviews and approves electric utility permits in the EnerGov permitting system. Coordinates with the electric line supervisor for feasibility, materials, and on-site meetings as needed. Invoices approved permits, issues permits upon payment, schedules related work, and creates, distributes, and maintains work orders. Records installation details in the permit workflow to ensure accurate documentation.
- **Backflow & Cross-Connection Support:** Assists the Water & Sewer Division and third-party personnel by gathering data and communicating inspection, citation, and follow-up inspection details for the backflow and cross-connection prevention program.
- **Pre-Construction Meeting Support:** Coordinates construction meetings for residential and commercial developments, prepares materials, confirms attendance and contact information, attends meetings, documents discussions, and distributes meeting minutes. Maintains action-item lists to track follow-up and responsibilities.
- **Festival Event Representation:** Serves as a representative for Public Works during the festival season by preparing, compiling, and maintaining materials for festival events.
- **Payroll Support:** Acts as backup by compiling and submitting bi-weekly payroll for Public Works to the Payroll Coordinator.
- **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 Water, Sewer, and Electric.
- Researches methods and report preparation and presentation.
- Detailed record-keeping techniques.

Skills

- Proficient with standard office equipment, such printers, scanners, fax machines.



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- 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 interact 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.

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: _____