

Public Works Project Coordinator – Job Description

Position Title:	Public Works Project Coordinator
Department:	Public Works
Reports To:	Town Manager
FLSA Status:	Non-Exempt
Location:	Town of Hardwick, Vermont

Position Summary

The Public Works Project Coordinator will be responsible for project development and coordination within the Town of Hardwick’s Public Works Department, with a primary focus on project development and management. This role oversees the planning, coordination, execution, and inspection of multiple public works projects to ensure quality of services provided meets community needs and complies with all applicable standards. This position combines coordination with field staff to ensure strategic and efficient management of infrastructure investments including roads, bridges, stormwater systems, all forms of municipal facilities, and capital improvement projects.

Key Responsibilities

Project Development & Management

- Plan and manage municipal infrastructure projects from concept to completion, including budgeting, scheduling, design review, and compliance.
- Collaborate with engineers, contractors, utility companies, and regulatory agencies to develop scope, timelines, and project deliverables.
- Prepare and track project documentation such as RFPs, RFQs, cost estimates, assist staff with grant applications, and grant reporting.

- Serve as Owner's Representative during construction; monitor project progress, coordinate field adjustments, and ensure timely and within-budget completion.
- Track and report on all capital projects and assist in preparing and amending multi-year capital improvement plans.

Operations & Maintenance Oversight

- Oversee the maintenance and inventory of all town equipment and vehicles to include Police Department fleet.
- Coordinate preventative maintenance and long-term improvement programs for roads, bridges, culverts, and town infrastructure.

Staff Coordination & Project Administration

- Coordinates and schedules daily, weekly and monthly tasks with Road Foreman.
- Coordinates training and site specific safety guidance for public works operations.
- Maintain records of work orders, maintenance logs, timekeeping, and incident reports.

Community & Interagency Engagement

- Serve as a liaison between the Public Works Department and residents, contractors, vendors, and regional/state agencies.
- Respond to citizen inquiries and service requests in a timely and professional manner.
- Attend Select Board meetings and public hearings as needed to present updates or gather community input on public works matters.

Required Qualifications

- Associate's or Bachelor's degree in Engineering, Construction Management, Public Administration, or related field preferred. Equivalent experience considered.
- 5+ years of progressively responsible experience in public works, construction, or project management, including supervisory experience.
- Strong understanding of municipal infrastructure, public procurement, permitting, and funding sources (including grants).
- Experience with project scheduling software, asset management systems, and GIS is a plus.
- Must hold a valid Driver's License and will be subject to a criminal background check.

Knowledge, Skills, and Abilities

- Strong project management and organizational skills, able to manage multiple projects at once.
- Ability to read and interpret construction plans, specifications, and regulatory documents.
- Effective written and verbal communication skills, including technical report writing and public presentations. Proficient with current Information Technology solutions.

- Knowledge of municipal government.
- Familiarity with state and federal infrastructure standards, MSHA/OSHA regulations, and environmental compliance.
- Ability to lift up to 50 lbs.
- Commitment to teamwork, safety, and responsive public service.