

Summary of Duties: Coordinates the City's Survey Monument, Class B-Permit, and Improvement Bond and B-Permit Data Control System for the Bureau of Engineering; conducts feasibility studies and develops bond control systems and procedures; represents the City Engineer in various meetings and activities related to the enforcement of public improvement bonding requirements; and does related work.

Distinguishing Features: An Improvement Bond Coordinator performs responsible engineering-related administrative and coordinating work with minimal supervision, and is primarily concerned with overall coordination of the Survey Monument, Class B-Permit, and Improvement Bond program for the Bureau of Engineering. An employee of this class investigates, develops, and implements procedures and forms to ensure that bond control activities are uniform among all Bureau of Engineering district offices. An Improvement Bond Coordinator is responsible for the design, maintenance, and modification of the computerized data control system for the Survey Monument, Class B-Permit, and Improvement Bond program. An incumbent of this class represents the City Engineer in accepting deposits and authorizing the release of negotiable security, cash and surety bond guarantees, and is responsible for coordinating all Improvement Bond enforcement activities with Bureau of Engineering district offices, private developers, contractors, attorneys and engineers, the City Attorney, the City Treasurer, the Board of Public Works, bonding companies and other City departments and bureaus as necessary.

Examples of Duties: Advises and coordinates with Bureau of Engineering district offices on all aspects of Survey Monument, Class B-Permit, and Improvement Bond activities; reviews district office estimates of work to be bonded; advises district offices of improvement projects which may be in default; reviews district office or private subdividers' requests for bond extensions; coordinates with the City Attorney in preparing improvement bond foreclosure packages; accepts deposits for cash bonds; authorizes release of negotiable security, cash and surety bond guarantees; develops and implements forms and procedures for use by the Bureau of Engineering in bond control activities; discusses the progress of improvement projects with contractors, inspectors, Bureau of Engineering district offices, the Bureau of Contract Administration and the Bureau of Accounting; corresponds with bonding companies to discuss the status of projects; reviews improvement projects on which completion notices have been issued to ensure all requirements have been met; issues City Engineer Certificates of Acceptance and/or Completion; approves some types of improvement guarantees for the City Engineer prior to approval by the City Attorney; maintains and updates the computerized Improvement Bond and B-Permit Data Control System; inputs data, requests reports and proposes modifications to the Data Control System; prepares drafts of ordinances and updates policy and procedure manuals for the Bureau's bond control program; conducts feasibility studies on proposed modifications to the bond control programs; answers correspondence and

prepares reports relative to the Survey Monument, B-Permit and bond control activities of the Bureau for the Board of Public Works, City Attorney, Bureau of Accounting, Councilmanic offices and other governmental agencies such as the Federal Housing Authority and State Division of Real Estate. As a section leader, may exercise functional supervision over technical and clerical personnel engaged in bond control activities. May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the legal requirements and City policy related to the enforcement and control of the City's class B-Permit and Improvement Bond program; a good knowledge of the components and requirements of the Improvement Bond and B-Permit Data Control System; a good knowledge of sources of engineering information; a good knowledge of the kinds of financial instruments used by private contractors and developers to secure public improvement construction projects; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; a general knowledge of the Civil Service Commission Rules; a general knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of the principles of supervision; the ability to coordinate improvement bond control and enforcement activities; the ability to maintain and propose modifications to the data control system for the Improvement Bond and B-Permit program; the ability to communicate effectively orally and in writing; and the ability to understand complex procedures.

Two years of experience at least at the level of Office Engineering Technician II or Principal Clerk in the processing of Class B-Permit or Improvement Bonds is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally up to 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 43.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.