

The City employs over 7,000 individuals engaged in various exciting professional, managerial, administrative, public safety, technical, clerical, skilled trades and general labor work. The City of Charlotte is proud of its diverse workforce.

All job openings will require you to complete an online application for submission. If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. We recommend that you call for an appointment at (704) 336-2285 or you may email a question to [careers@charlottenc.gov](mailto:careers@charlottenc.gov). Please note that we do not accept resumes, letters, or any other documents related to your application via this email address. To be considered, you must complete and submit an application.

It is important to always **Sign Out** after completing your session to maintain confidentiality.



### Job Search

[Sign In](#) | [Register Here](#)

Keywords  [Search Tips](#)

#### Filter by

[More Options](#)

#### Business Unit

- Charlotte Area Transit S. (18)
- Charlotte Water (16)
- Aviation (10)
- Innovation and Technology (8)
- Police (7)
- More...

#### Job Posted In

- 2017 (76)
- 2016 (4)
- 2012 (1)
- 2010 (1)

82 matches found. Only the first 82 results can be displayed.

Sort By

#### Search Results

First  1-25 of 82  Last

Assistant City Attorney II/Senior Assistant City Attorney - 500282 Department: City Attorney   Location: City of Charlotte   Posted Date: 08/08/2017   Remove Date: 08/21/2017	<input type="button" value="☆"/>
Engineering Project Coordinator - 500182 Department: CLT Water Engineering-Admin   Location: Utility Engineering   Posted Date: 08/07/2017   Remove Date: 09/06/2017	<input type="button" value="☆"/>
Human Resources Management Systems Analyst - 500136 Department: HR Management System   Location: City of Charlotte   Posted Date: 08/07/2017   Remove Date: 08/09/2017	<input type="button" value="☆"/>
Sanitation Equipment Operator - 500290 Department: SWS Operations - Garbage Colle   Location: City of Charlotte   Posted Date: 08/07/2017   Remove Date: 08/21/2017	<input type="button" value="☆"/>
Traffic Signal Electrician - 500301 Department: Transportation Operations   Location: City of Charlotte   Posted Date: 08/07/2017   Remove Date: 08/20/2017	<input type="button" value="☆"/>
Administrative Assistant - 500280 Department: Facilities   Location: City of Charlotte   Posted Date: 08/04/2017   Remove Date: 08/24/2017	<input type="button" value="☆"/>
Construction Supervisor (CCTV Inspection Services Supervisor) - 500279 Department: E&PM Storm Water   Location: City of Charlotte   Posted Date: 08/04/2017   Remove Date: 08/24/2017	<input type="button" value="☆"/>
Graphic Artist Senior - 500288 Department: CM-Corporate Comm & Marketing   Location: Multiple   Posted Date: 08/04/2017   Remove Date: 08/17/2017	<input type="button" value="☆"/>
Heavy Equipment Service Technician - Senior - 500304 Department: Fleet Mgmt-Louise Ave Shop   Location: City of Charlotte   Posted Date: 08/04/2017   Remove Date: 09/02/2017	<input type="button" value="☆"/>
Housing Services Manager - 500300 Department: Director's Office Combined   Location: City of Charlotte   Posted Date: 08/04/2017   Remove Date: 08/17/2017	<input type="button" value="☆"/>

### How to Apply:

In the **Search Results** section, find the job you wish to apply for. You may use the arrows to navigate through the list.

Search Results	First	1-25 of 82	Last
<b>Assistant City Attorney II/Senior Assistant City Attorney - 500282</b> Department: City Attorney   Location: City of Charlotte   Posted Date: 08/08/2017   Remove Date: 08/21/2017			☆
<b>Engineering Project Coordinator - 500182</b> Department: CLT Water Engineering-Admin   Location: Utility Engineering   Posted Date: 08/07/2017   Remove Date: 09/06/2017			☆
<b>Human Resources Management Systems Analyst - 500136</b> Department: HR Management System   Location: City of Charlotte   Posted Date: 08/07/2017   Remove Date: 08/09/2017			☆
<b>Sanitation Equipment Operator - 500290</b> Department: SWS Operations - Garbage Colle   Location: City of Charlotte   Posted Date: 08/07/2017   Remove Date: 08/21/2017			☆
<b>Traffic Signal Electrician - 500301</b> Department: Transportation Operations   Location: City of Charlotte   Posted Date: 08/07/2017   Remove Date: 08/20/2017			☆
<b>Administrative Assistant - 500280</b> Department: Facilities   Location: City of Charlotte   Posted Date: 08/04/2017   Remove Date: 08/24/2017			☆
<b>Construction Supervisor (CCTV Inspection Services Supervisor) - 500279</b> Department: E&PM Storm Water   Location: City of Charlotte   Posted Date: 08/04/2017   Remove Date: 08/24/2017			☆

To view more details about a job, click the **Job Title**.

**Engineering Project Coordinator - 500182**  
Department: CLT Water Engineering-Admin | Location: Utility Engineering | Posted Date: 08/07/2017 | Remove Date: 09/06/2017

To apply for the job you are viewing, press **Apply**.

← Previous Job   Next Job →

**Job Details:**

Job Title: Engineering Project Coordinator	Job ID: 500182
Location: Utility Engineering	Full/Part Time
Regula/Temporary/Regular: Regular	Favorite Job
Close Date: 09/06/2017	

Get Job Alerts

**Engineering Project Coordinator (Charlotte Water - Engineering)**

Charlotte Water is an enterprise department of the City of Charlotte with more than \$1 billion in assets. We are one of the largest public water and sewer service providers in the southeast, with more than 200,000 customer accounts and over 800 employees. The annual Charlotte Water budget is approximately \$360M including operating and debt service costs. We enjoy the highest credit ratings from three major credit rating agencies because of sound financial planning and management and strong support from our City Council. We value transparency, skillful candidates with a passion for service to our customers.

**Description:**  
The City of Charlotte, Charlotte Water Division.

**Responsibilities:**

1. Performs engineering analysis
2. Utilizes computer based M/C
3. Analyzes water and sewer systems process.

**Salary Range:**  
Depending on Qualifications: \$71,908 - \$79,888

**How to Apply:**  
The City requires that all applications must be submitted online.

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstation available.

Our office is located at 700 East 4th Street, Suite 203, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or may email [openmhr@cityofcharlotte.org](mailto:openmhr@cityofcharlotte.org)

**Conditions of Employment:**

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be included as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report, and to advise by state and federal information derived from such reports.

Final candidate(s) requires a pre-employment drug screening test. During the selection process, candidate(s) may be asked to take a skills test, written test and/or other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam, other test evaluations and background check screen.

The City of Charlotte is an Equal Opportunity Employer.

If you have already created a **User Name** and **Password**, enter them here. If not click **Register Now**.

## Sign In

You must sign in to continue.

\*User Name  [Forgot User Name](#)  
\*Password  [Forgot Password](#)  
  
[Don't have a User Name or Password?](#) [Register Now](#)

\* Required Information

**Important:** Remember your username and password in order to log back in when visiting the City Jobs site again.

Enter your desired **User Name**, **Password** (twice for confirmation) and **Contact Information** then press Register.

If you do not have an email address, [www.emailaddresses.com](http://www.emailaddresses.com) provides a list of free web-based email services. *This is not a City of Charlotte site, nor does the City of Charlotte endorse or warranty that these services will meet your needs.*

## Register

Click on the "Job Title" link below to view the posting. To apply for an opening, you must enter your name and password below. If you are not registered, click "Register Now".

### Account Information

\*User Name   
\*Password   
\*Confirm Password   
\*First Name   
\*Last Name

### Contact Information

\*Primary Email Type   
\*Email Address   
Primary Phone Type   
Phone  Extension   
Preferred Contact Method

### Address Information

Country   
Address 1   
Address 2   
Address 3   
City  State   
Postal  County

### Terms and Agreements

In order to create an account with us and submit applications for positions with our company you must read the following Terms and Agreements and select the "I agree to the Terms and Agreements" checkbox before registering.

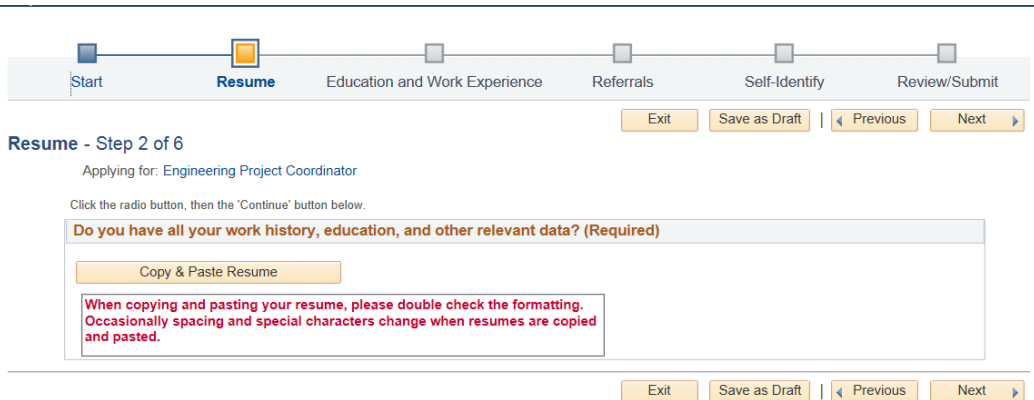
In the event that you do not accept our Terms and Agreements you will not be able to submit applications for positions with our company.

You agree to the storage of all personal information, applications, attachments and draft applications within our system. Your personal and application data and any attached text or documentation are retained by our company for a time period in accordance with all relevant data legislation.

You agree that all personal information, applications, attachments and draft applications created by you may be used by us for our recruitment purposes. It is specifically agreed that we will make use of all personal information, applications, attachments and draft applications for recruitment purposes only and will not make this information available to any third party unconnected with the our recruitment processes.

I agree to the Terms and Agreements

If you have a resume, you may copy and paste it here. If you choose not to provide a resume, select next.

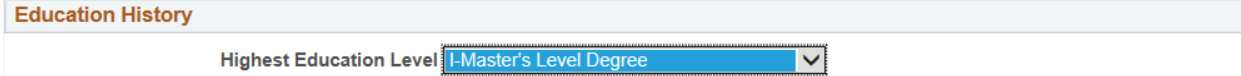


The screenshot shows a progress bar with six steps: Start, Resume, Education and Work Experience, Referrals, Self-Identify, and Review/Submit. The 'Resume' step is highlighted with an orange square. Below the progress bar are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'. The main content area is titled 'Resume - Step 2 of 6' and indicates the user is applying for 'Engineering Project Coordinator'. It instructs the user to click a radio button and then the 'Continue' button. A required question asks, 'Do you have all your work history, education, and other relevant data? (Required)'. Below this is a 'Copy & Paste Resume' button and a warning box: 'When copying and pasting your resume, please double check the formatting. Occasionally spacing and special characters change when resumes are copied and pasted.' At the bottom are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'.

You may save your application in a draft status using the **Save for Later** button at the bottom of the page. We recommend saving periodically because the application will time out after one hour.

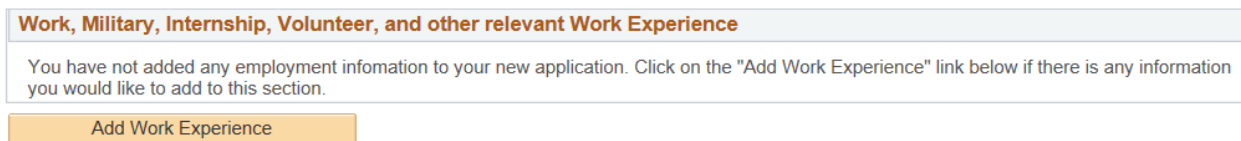
Next you will need to complete the Education and Work Experience Section of the application.

Select the Highest Education level you have achieved.



The screenshot shows the 'Education History' section. It features a dropdown menu labeled 'Highest Education Level' with 'Master's Level Degree' selected.

To list your work experience, click Add Work Experience.

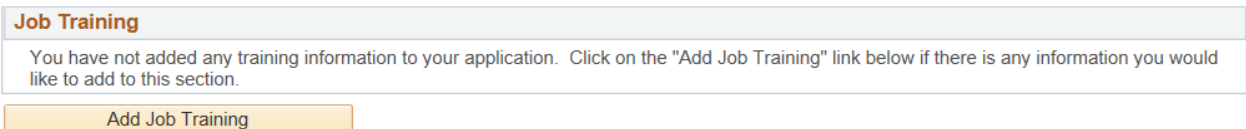


The screenshot shows the 'Work, Military, Internship, Volunteer, and other relevant Work Experience' section. It contains a message: 'You have not added any employment information to your new application. Click on the "Add Work Experience" link below if there is any information you would like to add to this section.' Below the message is an 'Add Work Experience' button.

Begin with your present or most recent job and answer all questions as thoroughly as possible. Items marked with an asterisk (\*) are required.

Press the **Save & Add More** button to add more jobs to your application, or press the **Save & Return** button to return to the main application.

To list any training, classes or workshops you attended that are relevant to the position for which you are applying, click the **Add Job Training** link and enter the requested information.



The screenshot shows the 'Job Training' section. It contains a message: 'You have not added any training information to your application. Click on the "Add Job Training" link below if there is any information you would like to add to this section.' Below the message is an 'Add Job Training' button.

To list any Degrees, click the **Add Degrees** link and complete the requested information

Degrees
You have not added any degrees to your application.
<a href="#">Add Degrees</a>

If you are proficient in multiple languages, click the **Add Languages** link and complete the requested information.

Language Skills
You have not added any language skills to your application.
<a href="#">Add Language Skills</a>

To list your School Education, click the **Add School Education** link and complete the requested information.

School Education
You have not added any school education to your application.
<a href="#">Add School Education</a>

Once all information has been completed, select **Next**

Please let us know how you found out about this job. Select the appropriate source.

### Referrals - Step 4 of 6

Applying for: [Engineering Project Coordinator](#)

Referrals
How did you learn of the job? <input type="text"/>
Specific Referral Source <input type="text"/>

Next, you will have the option of completing the Self-Identification Details section of the application, if you do not wish to complete this section, check the box to decline.

After reviewing your application thoroughly, press **Submit Application**. If you entered an email address, you will receive a confirmation at that address.

**Note:** If you are not finished with your application, you may press the **Save for Later** button and complete your application at another time without having to start over. Applications cannot be submitted after the **Close Date** listed on the **Careers** home page.

To search for more open positions, click the **Careers Home** link.

You may review the applications you have saved for later or submitted under **My Activities**.

If your personal information changes, please update your profile using the **My Account** link.

If you forget your password when attempting to return to the City Jobs site, click the **Forget Password** link.

It is important to always **Sign Out** after completing your session to maintain confidentiality.

Thank you for applying for a job at the City of Charlotte. If you experience any problems, please call HR during business hours at (704) 336-2285 or email [careers@charlottenc.gov](mailto:careers@charlottenc.gov).