

## **PROJECT COORDINATOR**

### **SUMMARY**

Under the direction of the Director of Technical Services (DTS), performs complex operational and administrative work to support the DTS, Field Services Superintendent, Field Services Supervisor, District Engineer, and the public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Administers the District's Development Program by ensuring compliance with the District's Permit Process including project conformance to District Standard Specifications, calculation and collection of sewer capacity fees, managing developer accounts, and coordinating all Development services provided by District Engineer.
- Administers the District's Sewer Service Lateral Repair Authorization and Reimbursement Program by ensuring compliance with policy requirements.
- Maintains building and site maintenance including all installation, repair, and upkeep operations relating to Heating Ventilation and Air Conditioning (HVAC), security gates, and roll-up doors, roof, elevator, fire alarm/sprinkler system, and campus landscaping.
- Serves as project manager for small facilities expansion/rehabilitation and/or pipeline rehabilitation projects. Performs contractor selection process for capital project construction, such as the bidding process and administrative requirements. Assists with implementation of larger more complex capital projects.
- Assists with the preparation of Capital Improvement and Development budgets. Monitors and controls expenditures to assure conformance with the approved budget.
- Coordinates the District's infrastructure during City Street Overlay Projects by ensuring all District's manholes are accessible and adjusted to District's standards, as necessary.
- Assists with drafting agenda items regarding annexations, evaluations, and analysis of District's Ordinances and Policies.
- Maintains official District records including the sewer service database, District's sewer plans, and District's easements. Executes field services policies and formulates procedures for the systematic retention, protection, and retrieval of District's plans and permits.
- Maintains the District's Geographical Information System (GIS) and updates District's Collection System data to ensure the accuracy of GIS.
- Maintains, prepares, and files District sewer service billing database annually and ensures other legal documents recorded by county government to conform to statutes.
- Serves as direct liaison for all customer-related issues relating to lateral connections, policies, procedures, and programs, as well as utility coordination with other public agencies within the District's service area.
- Coordinates, performs, and monitors identification and mark-out of the District's infrastructure including gravity sewer lines and sewer force mains.

- Ensures the District's Air Pollution Control District (APCD) permits are paid in a timely manner and maintains the APCD's files.
- Maintains and updates the District's Spill Prevention, Control, and Countermeasure (SPCC) Plan, California Environmental Reporting System (CERS) Consolidated Emergency Response / Contingency Plan, and the Hazmat Business Plan.
- Inspects and enforces Fats, Oil, and Grease (FOG) disposal equipment and the maintenance of FOG removal devices at commercial establishments.
- Assists with the enforcement of illegal discharges in the District's collection system.
- Assists with the administration of appropriate purchase requisitions and purchase orders. Reviews and analyzes purchasing practices for conformance to policies and procedures.
- Performs a variety of office and field services-related tasks as appropriate.

#### **SPECIFIC TYPES OF KNOWLEDGE, SKILLS, AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:**

- Ability to meet District vehicle/driving insurability standards.
- Ability to represent the District in a positive manner.
- Ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner.
- Ability to think independently.
- Ability to work both independently and work well within a team environment.
- Ability to perform and follow safety procedures.
- Ability to utilize GIS software.
- Ability to utilize office equipment and personal computers in an office.
- Ability to perform intermediate functions in Microsoft Office Suite.

#### **SUPERVISORY RESPONSIBILITIES**

None.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

A high school diploma or G.E.D. and five years of related experience and/or training are required. Experience in dealing with the general public to including customer service and dispute resolution is crucial. A bachelor's degree in engineering or public administration or a related field is desired.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate clearly and effectively. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, consultants, officials, and the public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as sewer footage, slope, volumes, flow rates, and equivalent dwelling units. Ability to apply concepts of basic algebra and geometry.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class 'C' driver's license.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high noise levels; poor lighting; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

## **CLASS HISTORY**

<b>Established:</b>	July 2023	<b>Revised/Reviewed:</b>	
<b>FLSA Status:</b>	Non-exempt	<b>Salary Grade:</b>	74
<b>Reports to:</b>	Director of Technical Services	<b>Department:</b>	Field Services