

## **OPERATIONS PROJECT COORDINATOR**

### **DEFINITION**

Under general direction, performs professional engineering and technical work in support of the District long-range capital improvement planning, design and/or design coordination services, collaboration and coordination with other local and regional agency development and capital projects; review of private development projects and associated complex hydraulic modeling and water assessment efforts; ensures that federal, state, and local laws, ordinances, guidelines, and engineering standards are fulfilled; researches, collects, and analyzes data, and prepares reports; provides highly responsible and complex administrative and operational assistance in support of the Operations Manager and the District's Strategic Plan initiatives; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Operations Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This single-position class provides specialized engineering and project management support and direction for a variety of private and public projects that affect the District's water system. The incumbent is actively engaged with field operations requiring the use of considerable independence, initiative, and discretion within established guidelines. Responsibilities include the performance of complex professional and technical engineering work in the inspection and project management activities for construction, maintenance, and/or development projects. This class is distinguished from the Operations Manager in that the latter has management responsibility for all operations and maintenance functions and activities of the District.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Evaluates plans and specifications for a variety of public and private development projects that impact the District's water supply and distribution system.
- Examines engineering plans, specifications, designs, and cost estimates for a variety of construction and maintenance projects. Serves as project manager on capital improvement projects and environmental studies.
- Prepares, reviews, and evaluates requests for proposal, specifications, and contract for projects; inspects and evaluates ongoing projects to ensure compliance with District standards and specifications, and conducts surveys to obtain field data for compliance purposes.
- Researches new materials and construction techniques and monitors new developments in engineering related to water systems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

- Monitors activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Inspects and verifies work in progress and completed work of assigned contractors and developers for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Participates in the design, engineering, construction, and field inspection processes for Capital Improvement Program and maintenance projects to ensure contractors' compliance with District standards and regulatory requirements; attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
- Assists with plan review for new construction and remodels by reviewing applicant's plans for compliance with state codes and District standards.
- Provides staff assistance to the Operations Manager by preparing and maintaining a variety of construction, maintenance, and repair reports, records, and files; ensures the proper documentation of activities.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on water distribution and storage systems and infrastructure construction, operation, maintenance, and repair issues and projects.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation; maintains current on new technology by meeting with vendors as needed.
- Assists operations and maintenance staff in emergency or relief situations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of civil engineering design and construction, particularly as related to the review and approval of public capital improvement and private development projects that affect the District water system.
- Principles and practices of water distribution and storage systems operations and maintenance.
- Principles, practices, equipment, tools, and materials of water distribution and storage systems operations and maintenance.
- Principles and practices of cost estimating, contract administration in a public setting, project management and inspection, and project evaluation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices, and procedures of water distribution systems and infrastructure, including related equipment and hazardous materials.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Examine and evaluate development plans, designs, cost estimates and specifications for District capital projects, and maintenance and repair projects, and residential and commercial development.
- Collaborate with professional, technical, and operational staff and contractors on projects.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Work in a standard office setting, in a field environment, and construction zone.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a four-year college or university with major coursework in civil engineering or a field related to the work, and five (5) years of professional experience in the design, construction and/or management of engineering projects related to water resources facilities and systems.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade II or higher Water Distribution Operator Certificate issued by the California State Water Resources Control Board/Division of Drinking Water (SWRCB DDW) is desired.
- Possession of a valid Grade I Water Treatment Operator Certificate issued by the SWRCB DDW is desired.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Must possess mobility to work in the field, outside and in the sun. The job involves frequent walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

### **WORKING CONDITIONS**

May be required to work during emergencies after hours and on weekends and/or holidays.