

Sacramento Suburban Water District Classification Specification

Job Class: Engineering Project Coordinator

FLSA Status: Non Exempt

Supervisor: Engineering Manager

Effective Date: November 2017

Definition/Distinguishing Characteristics

Under general supervision, this journey level position coordinates and supports various programs and projects for the Engineering Department, including capital improvement program and development projects, and provides administrative support for the Engineering Department.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Assists in coordinating and tracking Capital Improvement Program (CIP) projects.
- Supports and coordinates daily work activities for the District's Meter Retrofit and Main Replacement programs.
- Oversees and assists with student intern workload, including coordinating assignments and activities with students, engineers and managers; engineers and managers will be responsible for direct supervision and work evaluation of all student interns.
- Oversees and coordinates work order process, mapping updates and customer information in District business systems for all engineering projects.
- Oversees and monitors payments for vendors, contractors and consultants, and reconciles discrepancies with the District business systems.
- Updates and maintains digital map system, work order and preventative maintenance information and records in electronic format; acts as a program administrator to troubleshoot, update and recommend improvements to electronic records program.
- Oversees Department processes and project files.
- Tracks breakdown of project revenue and expenditures and prepares reports at assigned intervals.
- Monitors regulatory compliance issues for Department, primarily labor rates and certified payroll postings.
- Provides administrative support to the Engineering Department, including preparing and monitoring contracts and agreements between the District and various vendors, contractors and consultants, and other general administrative support work and tasks as assigned.
- Researches and develops information for various engineering projects and reports.

- Operates and assists in the maintenance of the Maintenance Management System.
- Provides information and assistance to contractors and the general public on a variety of subjects, including water pressure, engineering programs and projects, location of District facilities, topographical maps, availability of services, District design requirements and other issues.
- Researches customer accounts regarding resolution of concerns and inquiries, and assists with resolving customer concerns or questions.
- Oversees and maintains the District's Improvement Standards and Technical Specifications, including maintenance of the technical library.
- Monitors and tracks receipt of Guarantee Letters and Maintenance Bonds from developers and/or their contractors for development projects; assists in obtaining bonds and insurance documents from vendors.

Mental and Physical Requirements

The conditions herein 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 job functions.

- Travel occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone and radio for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers, postage and fax machines.
- Works at a desk in an office environment; sits, stands and walks for extended periods of time; lifts and moves objects up to 25 pounds such as large binders, boxes, books and small office equipment.
- Hearing and vision within normal ranges with or without correction.
- Stands and walks on uneven terrain when assisting field staff gather field information or confirm as-built conditions.
- Occasionally may be required to change working hours or work overtime.

Qualifications

Knowledge Of:

- Basic knowledge of engineering methods and practices.
- Algebra and geometry.
- Methods and procedures of describing real property.
- Technical report writing.
- AMI data processing and Work Order/Preventative Maintenance programs.
- Rules, regulations and codes applicable to District maintenance, operations and construction functions.
- Customer Service procedures and the handling of customer inquiries, concerns and complaints.
- Principles of work order systems and functions, work coordination and training.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

Ability To:

- Perform a variety of technical engineering support work.
- Assist with the development and preparation of engineering reports.
- Proficiently use computers and applicable software and programs, including those used for engineering drafting and computations, mapping and work order/preventative maintenance recordkeeping.
- Maintain complete and accurate records.
- Prepare oral and written reports.
- Prioritize multiple concurrent assignments and tasks, use time wisely and complete assignments in a timely manner.
- Understand and follow oral and written directions.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Distribution Operator Certificate Grade D1, or ability to obtain within 1 year of employment.

Incumbent must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certification as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Two (2) years of technical experience in engineering support work, preferably with a public agency.
- One (1) year of experience in a supervisory or lead capacity.
- State of California Water Distribution Operator Certificate Grade D2 or Treatment Operator Certificate Grade T1.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.