



Job Classification:	Engineering Coordinator
Representation:	SEIU Local 1021
Wage Schedule Range:	17
FLSA:	Non-exempt
Effective Date:	July 1, 2020

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this single position class shall perform administrative coordination activities for the Engineering department, particularly with the Operations and Customer Service departments; provide general and technical support for the Engineering Department activities related to planning, bidding, construction, and upgrades to the District's infrastructure.

Supervision Received and Exercised

General direction is received from the District Engineer and may receive supervision and/or direction from the Senior Engineering Technician and Civil Engineer in specific areas, tasks, or projects.

Distinguishing Characteristics

Essential Duties - *The following duties are typical for this position. 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 District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- 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, availability of services, District policies, design/construction requirements and other issues.
- Researches customer accounts regarding resolutions of concerns and inquires, including variance requests, and effectively communicates with customer to resolve concerns.
- Interpret, explain, and apply operating policies, rules, and procedures of the District.
- Prepare and proofread correspondence, reports, forms, e-mails, Board related documents, and specialized documents independently or from notes, drafts, or instructions from others for accuracy, completeness, and compliance with District policies.
- Prepare cost-to-serve estimates, process change of use applications, variance request and other such requests.

- Assist the Customer Service department with engineering-related requests, provide counter-service direct to customers when needed.
- Receive and screen visitors and telephone calls.
- Assists with and/or conducts field/office meetings as necessary to coordinate and provide technical support to staff, customers, consultants, surveyors, environmental professionals, contractors, industry representative, inspectors, and agency representatives.
- Take notes, prepare and issue agendas and minutes or correspondence from meetings, including the District's Engineering Committee.
- Oversees and monitors payments for vendors, contractors and consultants, and reconciles discrepancies in conjunction with accounting/finance.
- Assist in preparation of bid documents, contract stipulations, and specifications.
- Coordinate the Department's bid process and bid openings.
- Assist in construction contract administration between the District and various vendors, contractors and consultants, including processing submittals and progress payments, preparing documents for final payments, contract closeout, and tracking item covered under specific warranties.
- 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.
- Manages department processes and project files.
- Scan and file records into District files, maintain logs, reproduce/reprint documents upon request.
- Prepare mail and other outgoing deliveries, including taking, picking up, and sorting of mail.
- Monitors regulatory compliance for the Department, primarily labor rates and certified payroll postings.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- District policy and standards.
- Standard office administrative practices and procedures.
- Methods and procedures of describing real property.
- Liability and insurance requirements, bonds, and faithful performance warranties.

- Records management principles and practices, including electronic files.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Learn, interpret, and follow laws, rules, regulations, local ordinances, practices, policies and procedures as may be required by regulatory agencies or District policies.
- Travel occasionally by automobile in conducting District business.
- Deal tactfully and courteously with the public, vendors, consultants, and District customers.
- Maintain complete and accurate records.
- Read and interpret engineering plans and specifications.
- Effectively navigate the District's customer account database .
- Use initiative and independent judgment in performing the work assigned, within established policy and procedural guidelines.
- Seek out appropriate assistance in solving practical problems that deal with a variety of variables.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District management staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- Equivalent to graduation from high school.

- Applicable college-level course work or Associate's degree from an accredited college is desirable.
- Experience dealing with the public, preferably working in a public agency or utility setting particularly in the water and wastewater industry.
- Five (5) to Eight (8) years directly relevant experience.
- A valid California Driver's License issued by the California Department of Motor Vehicles.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.