



ENGINEERING/OPERATIONS COORDINATOR

Department: Engineering/Production
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under general direction of the District Engineer, to perform specialized office and technical support relating to engineering projects and programs; to perform a variety of tasks relative to assigned area of responsibility; and to perform other related duties as required.

Distinguishing Characteristics

This class is the highest level in the Field/Engineering office support series. Incumbents in this class performs office support work of the highest complexity involving the responsibility for the preparation, maintenance and processing of technical documentation in engineering capital project files. This class is distinguished from the Field Office Specialist II by the more technical nature of support provided requiring knowledge of engineering terminology and processes.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Provides complex and specialized office and technical support duties for the Engineering Department.
- Prepares, maintains and processes technical and contractual documents for the District's funded capital improvement projects and developer's funded development projects including fee construction contract documents, easements, performance bonds, refund agreements and assessment district documentation.
- Processes purchase orders, construction orders and invoices; prepares work orders and routes to appropriate staff.
- Maintains Prevailing Wage information from the State; verifies contractor reports to ensure contractor is paying prevailing wages to skilled crafts.

- Calculates and collects water facility fees; processes monthly progress payments; prepares change orders; prepares reimbursement agreements and closes out projects.
- Maintains and tracks water quality and water production data, and related information.
- Collects, compiles and enters data; assists in preparing, producing and distributing the District's annual Consumer Confidence Report.
- Creates and maintains various filing/record keeping systems.
- Creates and updates various computer based forms, tables, databases and spreadsheets independently to achieve desired output; generates weekly, monthly, quarterly and annual summaries.
- Compiles and enters data; completes a variety of forms, logs, schedules and reports; keyboards and edits documents ranging from general correspondence to technical reports to spreadsheets.
- Composes letters using standard templates, from dictation or independently from brief instructions.
- Researches information regarding policy, practice and regulations.
- Posts and receives bids for major office equipment purchases.
- Researches, retrieves and makes copies of maps showing District water facilities as needed.
- Maintains and updates District's website for Engineering and Field Operations Departments.
- Provides back-up coverage for Engineering Technicians and answers questions regarding plan check reviews and other matters dealing with engineering projects.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Engineering project administration procedures and practices.

- Engineering design criteria, standard specifications and materials used.
- Procedures and methods for tracking and accounting for project costs.
- Relevant laws, codes and regulations, including those relating to Prevailing Wages.
- Standard engineering terminology, symbols, mathematics and record keeping.
- Principles of customer service and customer relations.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Business correspondence and filing systems.
- District organization, functions and policies.
- Personal computer operation and related software applications including intermediate to advanced level Microsoft Office, e-mail, and web-based communication tools.
- Intermediate to advanced level record keeping methods, including computer based records.
- Safe work practices.

Ability to:

- Prepare and maintain accurate and complete records and reports.
- Effectively organize own work and make independent decisions.
- Work efficiently and accurately.
- Interpret a variety of District policies.
- Understand and interpret legal requirements and technical material.
- Maintain a variety of administrative files and records.
- Establish and maintain cooperative working relationships with others.
- Deal tactfully and courteously with a wide range of employees, supervisors, administrators, officials and members of the general public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Take notes at meetings and prepare clear and concise reports and/or minutes.
- Keyboard at 50 wpm.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent, preferably supplemented by the completion of college level courses in business and/or information technology; and

Experience:

A minimum of two (2) years of progressively responsible office support experience in an Engineering Department or organization, preferably including public contact, record keeping, and developing and maintaining electronic records.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.