

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Engineering Project Coordinator

**FLSA Status:** Non Exempt

**Effective Date:** August 10, 2022

### **Definition**

Coordinates and supports various programs and projects for the Engineering Department, including the Capital Improvement Program (CIP) and development projects, and provides broad administrative support for the Engineering Department.

### **Distinguishing Characteristics**

This is the journey level classification, which is fully competent to independently perform a variety of duties in support of District engineering projects. Incumbents are expected to be familiar with engineering policies, procedures, and practices. Employees at this level receive only occasional instruction, assistance, or directions as new or unusual situations arise and are fully aware of the District's operating procedures and policies.

### **Examples of Essential Duties**

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

- Assists with coordinating, monitoring, and tracking a wide array of activities related to Engineering Department projects.
- Assists with contract administration activities, including: drafting simple contracts for routine services; tracking/monitoring contracts; obtaining and tracking bonds/insurance documents, overseeing and monitoring payments; reconciling invoices; and tracking project expenditures, revenues, and change orders.
- Provides general administrative support to the Engineering Department, including external communications and preparation, proof-reading, formatting, and production of routine documents.
- Oversees regulatory compliance relating to prevailing wage.
- Oversees and coordinates work order processes, mapping updates, and customer information in District business systems as it relates to projects; acts as program administrator in the maintenance of the Computerized Maintenance Management System (CMMS).
- Assists with developing and maintaining processes/procedures/guidelines for the department.
- Coordinates and tracks organization of filing; maintains Engineering Department information on District website; recommends and implements improvements to

electronic record programs.

- Oversees department compliance with the District's Records Inspection, Retention, and Disposal Policy.
- Acts as the department's primary contact for initial inquiries as directed, particularly for those from outside the District.
- Researches and develops information for engineering projects and reports; drafts routine reports.
- Coordinates, monitors, and prepares reporting information for grant funding.
- Coordinates, monitors, and tracks disposal of surplus property.
- Provides information to developers, contractors, and the public on a wide variety of subjects and resolves issues independently for common issues; makes recommendations for resolution of unusual or complex issues.
- Oversees, coordinates activities of, and may directly or indirectly supervise student interns; acts as main point of contact for intern vacancies, including posting to websites and processing applications for departmental review.
- Acts as liaison with the Operations Department via the Field Operations Coordinator.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with District employees, contractors/vendors, and the public using principles of good customer service.
- Performs related duties as assigned.

### **Minimum Qualifications**

#### ***Knowledge Of:***

- Basic civil engineering methods and practices.
- Basic algebra and geometry.
- Methods and procedures of describing real property.
- Technical report writing.
- Rules, regulations, and codes applicable to District maintenance, operations, and construction functions.
- Engineering customer service procedures.
- Principles of CMMS, its functions, and work coordination.
- Modern office methods, procedures, and equipment, including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

#### ***Ability To:***

- Prepare documents and maintain complete and accurate records with a high level of attention to detail.
- Assist with the development and preparation of routine engineering documents, such as Board reports, contracts, and regulatory reports.
- Perform a variety of basic technical engineering and administrative support work.
- Prepare verbal and written reports.

- Operate a computer for word processing, database, and Department specific/applicable software.
- Prioritize multiple concurrent assignments and tasks, use time wisely and complete assignments in a timely manner.
- Understand and follow verbal and written directions.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Communicate effectively verbally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public, including proactive responses to associated inquiries, concerns, and feedback.
- Pass pre-employment physical and background check.

***Experience and Education:***

Experience:

Four (4) years of experience in water utilities or related field in an operational or customer service role.

Education:

High school diploma or equivalent.

***Licenses and Certifications:***

- Valid Driver License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of 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.

**Working Conditions and Physical Demands**

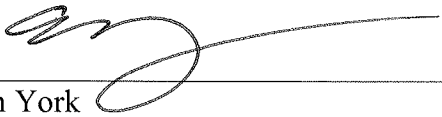
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by car in conducting District business.
- Communicates frequently with District management staff, coworkers, contractors, consultants, and the public in one-on-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard, and mouse.
- Regularly uses office equipment such as copiers and postage 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 required to be 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.

**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.**

APPROVED:

Dated: 8/10/2022

By:   
Dan York  
General Manager

Employee Statement:

*I certify I have read, understand, and acknowledge receiving a copy of this class specification.*

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Employee Signature Date