VALLECITOS WATER DISTRICT

DEVELOPMENT SERVICES COORDINATOR

DEFINITION

Under direction of the Development Services Senior Engineer, performs responsible technical and administrative engineering support work related to District and development projects, including planning and environmental compliance; provides project coordination and contract administration; acts as the lead worker over Engineering Technicians in the absence of the supervisor on projects; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent classification performs technical and administrative engineering support and analysis duties ensuring that District development, planning and environmental records are properly maintained. The incumbent coordinates development projects and contract administration; acts as the lead worker coordinating assignments of Engineering Technicians in the absence of the supervisor; and assists with training staff. This class is distinguished from the Development Services Senior Engineer which is responsible for supervision, development projects planning and environmental activities.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Coordinates and tracks work of Engineering Technicians as appropriate; trains Engineering Technicians; ensures compliance with District policies; provides guidance and direction to Development Services staff as appropriate; assists supervisor as needed; provides technical assistance to staff;
- Assists with the preparation of planning and environmental documents and studies, which may include the administration of consultant contracts; prepares planning studies or components thereof; and attends meetings with and directs consultants in the completion of studies;
- Administers the processing of water, sewer and street improvement plans, grading plans, subdivision maps, and engineering cost estimates from private development projects;
- Assists with the preparation of designs, plans, and specifications for the construction and development of District structures and facilities;
- Performs project administration duties such as budget tracking, reviewing improvement plans, specifications and submittals, tracking projects, and coordinating construction inspection services;
- Assists engineering staff, customers, developers, and contractors with matters needed to start and complete projects; prepares required paperwork for construction agreements, fee letters, contract documents, annexations, extensions of service, and payback agreements; interprets and explains policies, procedures, regulations and fees to the public;
Preparing project reports, cost estimates and routine memoranda and correspondence between the District and the contractors, developers, public agencies, and other concerned parties;

- Performs hydraulic analysis of proposed developments and improvements utilizing computer systems and manual calculations; performs sewer and water modeling analysis of proposed developments utilizing computer systems and manual calculations;
- Prepares legal descriptions, easement documents and plat maps for right-of-way acquisition; calculates angles, areas, stationing, traverses, and related mathematical functions for engineering construction drawings and field surveys; may assist as a member of survey crew; prepares information, material, and maps for condemnation actions;
- Reads and interprets regulations, contracts, plans and specifications, maps, and a variety of other engineering and contract related information; uses computers, calculators, drafting tools and equipment, reproduction equipment, and a variety of other engineering and office equipment in performing job duties;
- Represents District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, contractors, and the public; provides support to the Development Services Senior Engineer in making presentations regarding engineering issues to the Board of Directors;
- Prepares revisions to and updates the District Development Services Manual for approval by the Development Services Senior Engineer;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Principles, practices, methods, and materials of civil engineering support work including planning, mapping, drafting, design and specifications, estimation, and construction as related to District water supply, wastewater collection and reclamation systems and facilities;
- Engineering mathematics including trigonometry;
- Principles and practices of contract administration, data collection & analysis methods;
- Standard office practices and procedures;
- Surveying principles, practices, and equipment;
- Operation of standard office and engineering equipment including computers, calculators, reproduction equipment, drafting tools, and related equipment;
- AutoCAD and water and wastewater modeling computer software.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records, analyze data and information, and draw logical conclusions;
- Read figures quickly and accurately and make mathematical computations;
- Plan, organize, and coordinate development projects;
- Use and care for drafting instruments;
- Perform engineering support work in a variety of work areas;
- Read, interpret, and apply field notes to perform drafting assignments;
- Establish and maintain effective working relationships with other employees during the work;
- Establish and maintain effective working relationships with the public;
- Explain and apply policies and procedures;
- Understand and follow verbal and written directions;
- Coordinate multiple projects and meet critical deadlines; work independently;
- Operate a computer and use a variety of computer software;
- Manage projects and perform contract administration;
- Analyze information, evaluate alternatives, and make sound recommendations;
- Conduct field surveys.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent, and five years of experience in technical engineering support work that included reading and interpreting designs, plans, and specifications. Possession of an Associate degree in civil engineering is desirable and may be substituted for up to two years of the required experience. Experience in computer aided design, computer-based hydraulic modeling and geographic information systems is desirable.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- Possession of an Engineer-in-Training certificate in the State of California is desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to stand, walk, kneel, crouch, and may occasionally be required to lift or move up to 25 pounds. Requires vision abilities sufficient to safely operate a District vehicle and work on a computer.

Environment: Office environment. Less than 20% of time spent outdoors, possibly driving to other sites in District vehicle. May visit construction sites involving exposure to loud noises and uneven terrain. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.
I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature ______________________________ Date __________

______________________________________________________________________
Supervisor Signature ______________________________ Date __________

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