VALLECITOS WATER DISTRICT

CAPITAL FACILITIES COORDINATOR

DEFINITION

Under general supervision, performs responsible technical and administrative engineering support work related to all District capital facilities; provides project coordination and contract administration; performs related duties as required.

CLASS CHARACTERISTICS

This class performs technical and administrative engineering support and analysis duties, including proper file management of capital facility records, coordinating small capital facility projects, and contract administration. This class is distinguished from the Capital Facilities Engineer, which is responsible for overseeing large capital facility projects, including contract administration.

ESSENTIAL FUNCTIONS

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

- 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 contracts and improvement plans, specifications and submittals, tracking projects, and coordinating construction inspection services; reviews and processes requests for payment and change orders; assists engineering staff, customers, developers, and contractors with items needed to start and complete projects;
- Prepares 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 capital improvements utilizing computer systems and manual calculations; performs sewer and water modeling analysis of proposed developments and capital improvements utilizing computer systems and manual calculations;
- 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;
- Coordinates construction activities with District operations and maintenance personnel;
- Represents District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, contractors, and the public; provides...
support to the Capital Facilities Senior Engineer in making presentations regarding engineering issues to the Board of Directors;
- 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 mapping, drafting, design and specifications, estimation, and construction as related to District systems;
- 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;
- Auto Cadd computer software.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records;
- Read figures quickly and accurately and make mathematical engineering computations;
- Plan, organize, and coordinate engineering and construction projects; manage projects and perform contract administration;
- Understand, read, and interpret GIS data;
- 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 and those contacted in the course of the work;
- 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;
- 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:
Graduation from high school or equivalent, plus five years of experience in technical engineering support work that included reading and interpreting designs, plans, and specifications. Possession of an Associate’s degree in civil engineering is desirable and may be substituted for up to two years of the required experience.

Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

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 and 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, stoop, kneel, crouch, or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Infrequent work done in field setting. 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.