



CRESCENTA VALLEY WATER DISTRICT

PROJECT COORDINATOR

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under general supervision within the Engineering Department, the Project Coordinator shall perform technical level administrative and/or program related duties and research, collect, and analyze data and prepare draft reports; to perform administrative and technical work of assigned program areas; to provide some highly responsible administrative duties in support of the Engineering Department and the District's Strategic Plan initiatives. The Project Coordinator's position will focus on coordinating development jobs in the District, including intake, plan review, fees assessment and job closings. The selected candidate will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to uphold CVWD's values statement, promote communication and collaboration across departments, and develop staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate and review the District's developer program on an ongoing basis.
- Compile plan review fees, connection fees and permit fees on developer-based plans; extract and compile key paperwork pertinent to permits and field inspections; informs contractors, developers, and the public of plan ready status.
- Assist in preparing various customer and contractor correspondence regarding engineering projects including but not limited to contract administration, water shutdown notification, CEQA documents and correspondence.
- Assist in scheduling and inspecting paving cuts associated with developer requests and any excavation related to the District's construction activities.
- Develop, coordinate, and implement program activities as assigned as it relates to the Engineering Department and across department activities, as applicable.
- Perform a wide variety of complex administrative duties and provide routine and ad hoc analytical support for department and other staff.
- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Assist staff in performing and conducting studies, special projects, administrative and technical functions, data collection and analysis.
- Review, verify, and process documents related to department activities including, but not limited to budgets, contracts, grants, claims, legislation, and other specialized documents based on area of assignment.
- Maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence; and compile and type reports.

- Schedule and assist with field investigations; maintain equipment and supplies in support of field investigations; assist with organization and storage of paperwork related to investigative reports.
- Provide customer service support based on operational needs.

ESSENTIAL FUNCTIONS

- Coordinate the Engineering Department's effort with developers, property owners, utilities, governmental agencies, contractors, etc. on administrative and technical matters.
- Review submissions and applications from developers for connection fees, new water/sewer service and "will-serve" letters.
- Receive and respond to a wide variety of customer and developer concerns and provide technical information as requested.
- Perform technical level administrative and/or program related duties.
- Review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret, and explain policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

OTHER DUTIES

- Maintain filing systems in an accessible and workable condition
- Input, tabulate and prepare various daily, monthly, and annual reports as requested.
- Assist with answering customer service phone calls, assisting customers/developers at the front counter, processing payments, processing customer turn-ons and turn-offs, and inputting data into the customer information system.
- Assist with ad-hoc analytical and other reports across departments.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Computer operation and standard use of applicable software such as Microsoft Word, Excel, PowerPoint, desktop publishing, and related databases systems. Desirable: knowledge of GIS and AutoCAD.
- Principles of business letter writing and basic report preparation.
- Customer service, etiquette, principles, and practices of administrative support work.

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Practice a high level of attention to detail in technical writing and project management skills, including technical document review, QA/QC experience, and compliance report writing;
- Monitor Environmental Agency Regulatory Compliance Rules & Regulations, including but not limited to, Certified Unified Program Agency (CUPA), Environmental Protection Agencies (EPA),

State Water Resources Control Board (SWRCB), California Environmental Reporting System (CERS), etc.

- Maintain a library of environmental policies, procedures, case law, administrative practices, and local, state, and federal environmental laws, rules, and regulations
- Assist in building complex processes and implement effectively across various departments and functions;
- Develop and maintain good working relationships with other agencies and stakeholders;
- Understand and interpret water quality and production data and arrange remediation or advocate results and/or approaches with regulatory agencies as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Assist in negotiating effectively with agencies, consultants, contractors, the public, and other stakeholders on behalf of CVWD;
- Effect sound project management that holds vendors to agreed-upon contracts;
- Demonstrate flexibility in considering approaches to various issues;
- Handle complex or technical customer inquiries, including communication with the public regarding constructions projects, water quality issues, wastewater issues, and District events;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Make effective presentations;
- Use or learn a variety of software from basic applications to CRMs, water quality databases, and publishing tools, preferably with an aesthetic sense;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** A Bachelor's degree from a college or university in business, public administration, engineering, information systems, urban & regional planning, earth or environmental science or a related field.
- **Experience:** Three (3) years of responsible administrative support or technical experience preferably in the water or wastewater industry.
- **Driver License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years

Physical Demands and Working Environment:

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.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public. 10% to 20% work time spent outside and exposed to the sun.

- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.

The District is an Equal Opportunity Employer.