



CRESCENTA VALLEY WATER DISTRICT PROJECT COORDINATOR

SUMMARY DESCRIPTION

Join the CVWD Engineering Department as a Project Coordinator, where you will play a critical role in coordinating development jobs in the District. This role involves managing administrative and technical tasks, and contributing to the District's Strategic Plan initiatives. This position emphasizes teamwork, professionalism, and effective communication to meet evolving business needs.

REPRESENTATIVE DUTIES

- Coordinate and review the District's developer program, including fees and permits.
- Prepare correspondence for engineering projects (e.g., contracts, water shutdowns, CEQA documents).
- Schedule inspections and finalize developer-related construction activities.
- Support field investigations, maintain records, and assist in cross-departmental project coordination.
- Provide exceptional customer service to developers, contractors, and the public.
- Assist in preparing technical reports, studies, and presentations.

LICENSES/CERTIFICATES:

- Possession of a CA State Class C driver's license.

EXPERIENCE AND EDUCATION:

Any combination of equivalent experience and/or education that provides the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: Three (3) years of responsible administrative support or technical experience preferably in the water or wastewater industry.
- 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.

SKILLS

- Proficiency in Microsoft Office; knowledge of GIS and AutoCAD is a plus.
- Ability to manage multiple projects with attention to detail and deadlines.
- Strong teamwork, communication, and organizational skills.

BENEFITS

- Salary range is \$70,512 – \$94,764.
- 12 Paid Holidays and 3 floating holidays
- 9/80 Workweek
- \$300 annual wellness stipend
- 88 hrs Sick Leave and 80 hrs Vacation Accrual
- Comprehensive Medical (Anthem BC HMO + 1), Dental, and Vision insurance plans
- CalPERS Pension
2%@55 for Classic Members
2%@62 for PEPRAs

How to Apply

To be considered, please submit a resume and completed employment application available at www.cvwd.com/employment, where a complete job description is available. Applications can be hand delivered or sent to employment@cvwd.com. The filing deadline is December 4, 2024 at Noon.