



JOB DESCRIPTION

Public Works Water Project Coordinator

Date Prepared: March 2014

Class Code: 7132

SUMMARY: Under general supervision, plans and carries out the operations, maintenance, and repairs of the City's water production and distribution system, sewer system, storm water system and storm water pumping facilities.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides engineering, design, and contract management for the City's Water Department; develops design drawings, specifications and construction cost estimates; administers contracts and agreements.
- Oversees the sewer system and manhole inspection data base systems; approves work orders; evaluates labor and material costs.
- Monitors the overall water quality and chlorine residuals within the City's water system; develops and maintains the Comprehensive Water Quality Monitoring Plan; implements the water monitoring program; reviews, interprets and files various sampling reports and data from labs; resolves problems; confirms positive results.
- Provides technical assistance and information to field crews in operations, maintenance and repair of the City's water production and water distribution systems.
- Provides technical assistance and information to contractors, developers, engineers and the general public.
- Coordinates service interruptions with customers; investigates problems and complaints regarding water service.
- Provides construction inspection, review and design approvals on water systems; reviews and approves change orders, process payments and fee schedules; ensures compliance with plans and specifications.
- Manages data systems; creates and develops new data base systems; provides annual updates; develops and creates new reports or layouts; extracts data and provides cost analyses and reports.
- Estimates water service and fire hydrant construction or removal costs; meets with contractors; develops design drawings; supervises construction; conducts inspections; tracks costs.
- Manages the City's GIS system.
- Meets with the City's Gas Department to determine service installation requirements; develops design drawings; provides inspection; tracks costs; prepares final billings.
- Orders materials and supplies for the construction and/or maintenance of water projects.
- Oversees the inventory, maintenance and repair of the Department's two-way radios, radio system and cell phones; reviews and approves bills.
- Evaluates information technology hardware and software needs; develops budget recommendations; investigates information technology issues.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED supplemented with substantial course work in water technology, engineering, sanitary engineering, environmental engineering, environmental sciences, public administration or related field of study” AND five years of water treatment, distribution, maintenance and construction experience, including three years of supervisory experience. Bachelor’s Degree in Civil Engineering in Water Technology or a closely related field is desirable.

Knowledge of:

- Automated data bases and geographic information systems (GIS).
- City organization, operations, policies, and procedures.
- Computer drafting techniques and methods.
- Customer service standards and protocols.
- Local, state and federal laws, codes and ordinances regarding water/wastewater distribution and treatment including AWWA standards and California Title 22 regulations.
- OSHA standards.
- Principles and practices of administrative management.
- Principles and practices of project management.
- Principles and practices of water distribution/wastewater system maintenance and repair.
- Principles and practices of water/wastewater utility operations management.
- Public works construction and inspection methods and practices.
- Water system engineering, design and inspection.

Skill in:

- Building effective teams and providing efficient customer service.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Defining problems; establishing facts; and drawing valid conclusions.
- Establishing and maintaining cooperative working relationships with managers, supervisors, subordinate staff, vendors, suppliers, consultants, contractors, external public and private agencies and the general public.
- Following verbal and written instructions and procedures.
- Interpreting and applying City, state and federal codes, laws and regulations regarding water/wastewater operations.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Reading and understanding blueprints, plans and specifications.
- Using initiative, discretion and judgment within established procedures, guidelines and rules.

LICENSE AND CERTIFICATION REQUIREMENTS:

California Water Distribution Operator Level 3 certification.

California Water Treatment Operator Level 2 certification.

AWWA Cross Connection Control Specialist certification.

• Possession of a valid California State driver’s license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both in an office and outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work in trenches or confined spaces.