



PROJECT COORDINATOR
Salary Range: \$6,099 - \$8,173

DEFINITION

Under the general supervision of the Director of Operations, the Project Coordinator is responsible for design and construction of capital projects.

This position coordinates the work of design consultants, right of way agents, surveyors, other consultants, and contractors. The incumbent interfaces and negotiates with professional, technical, permitting, and managerial personnel of other organizations and agencies to construct new facilities and/or improvements to existing facilities; develop plans and specifications; obtain permits; comply with environmental and safety regulations; resolve construction claims and other construction-related issues; solve problems; and negotiate agreements. This position may perform other related duties as required.

CLASS CHARACTERISTICS

This is a single position class. The Project Coordinator is expected to possess a wide range of skills, talents, and knowledge necessary to coordinate District construction and engineering projects effectively. This position requires strong analytical ability and engineering skills, project management abilities, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

- Assists in identifying necessary improvements to existing facilities and systems, and identifies new facilities required to solve deficiencies in existing systems or improve the ability of the District to deliver water to existing or future customers.
- Participates in the selection of and coordinates the efforts of consultants to identify and plan for improvements and new facilities.
- Coordinates the design of construction projects, including management of design consultants.
- Reviews and provides quality control of plans and specifications, coordination with operations and maintenance staff, and coordination with permitting agencies.
- Coordinates right-of-way agents and surveyors to prepare easement documents and acquire property required for capital projects.

- Coordinates the preparation of documents to comply with CEQA requirements, and coordinates and ensure that measures identified through the CEQA process are adequately incorporated into plans, specifications, and permits.
- Occasionally develops design sketches, details, plans, and specifications.
- Coordinates the construction facility projects, including negotiation with contractors.
- Coordinates the development of technical requirements for non-District projects that have been determined to have potential impact upon District easements, facilities, and systems.
- Understands and interprets engineering reports, plans, and specifications.
- Effectively reviews plans and specifications, blueprints, and diagrams to verify completeness, accuracy, and constructability.
- Makes sound decisions regarding design, construction, cost analyses, management, and coordination of significant sized water projects.
- Detects flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Maintains detailed records related to capital projects.
- Ensures compliance with contract plans and specifications, permits, codes, regulations, and laws. Coordinates the efforts of inspectors and administrative staff on individual projects.
- Coordinates materials testing, and review reports for conformance with specifications.
- Simultaneously handles multiple projects with varying degrees of complexity under pressure of deadlines.
- Issues notices of non-compliance, responses to requests for information/clarification, field orders, work change directives, change orders, and other construction-related correspondence as required.
- Interacts tactfully and effectively with staff, contractors, developers, engineers, regulatory authorities, permitting agencies, the public, other government agencies, professional engineering consultants, other consultants, and representatives of other utilities.
- Communicates effectively orally and in writing, and develops and maintains documentation, records, and reports.

QUALIFICATIONS

Demonstrated knowledge of:

- Contract administration and construction management of public works projects.
- Water distribution system construction, including, but not limited to, latest construction principles, practices, techniques, materials, codes, policies, procedures, and laws.
- Civil, structural, hydraulic, electrical, and mechanical equipment and systems.
- Installation, modification, maintenance, repair and operation of large water distribution systems and components.
- Methods, materials, tools, and equipment used in the construction of water distribution and other hydraulic projects and facilities.

- Mathematics and physics as applied to engineering, topography, construction, and design of structures, hydrology, drainage, and irrigation systems.
- Public works construction inspection and contract administration.
- Permitting and environmental aspects of public works projects.
- Software programs for word processing, spreadsheets, time management, digital photography, and presentation (such as Power Point).

Ability to:

- Read and interpret documents including engineering studies and reports; construction specifications; operating, maintenance, and procedure manuals; and engineering drawings.
- Write routine reports, internal memoranda, letters, agreements, and responses to contractor claims.
- Communicate effectively, orally and in writing, with employees, consultants, engineers, other agencies, contractors, and the public.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Solve day-to-day problems and to properly respond to stressful situations.
- Plan, organize, and schedule workload to maintain efficiency in assigned duties.
- Make presentations to groups.
- Train others.
- Negotiate with consultants and contractors.

TRAINING AND EXPERIENCE

Any combination of the following education, training, and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed):

Education Desired: Bachelor's Degree in Civil or Mechanical Engineering or a closely related field.

Experience: Five (5) years of progressively responsible professional experience in design and/or construction of infrastructure projects.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

- A valid California Class C Driver's License must be maintained at all times.
- Possession of a valid and current certificate of registration as a Professional Civil, or Mechanical Engineer issued by the State of California desired.
- Project Management Certification desired.

PHYSICAL AND SENSORY REQUIREMENTS

- Sitting, standing, bending, walking on uneven terrain in an outdoor environment, and wading and crawling through pipelines while inspecting construction projects.

- Manual dexterity and use of hands and fingers to handle or feel; reach with hands and arms; and to talk and hear.
- Ability to occasionally walk on uneven and slippery surfaces.
- Occasionally required to sit; stoop, kneel, crouch, or crawl; and smell.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Regularly required to wear employer-provided personal protective equipment. Must be capable of wearing respiratory equipment to include half, full face, and supplied air systems.
- Ability to travel to different sites and locations.
- Exposure to outdoors including inclement weather and high noise levels.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, Pension, Life Insurance, Short-Term and Long Term Disability, and more.

TO APPLY

Please submit a completed package (application, resume, letter of interest, and supplemental questions) to humanresources@slvwd.com or the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

Closing date for applications: September 6, 2018 by 5 PM

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number	Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? Yes No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? Yes No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes No

May we contact your present employer? Yes No

May we contact your former employers? Yes No

Have you previously applied for employment with the District? Yes No

Have you ever been terminated or asked to resign from a position? Yes No

If yes, please explain: _____

Have you ever been employed at the District? Yes No

If yes, please explain: _____

Education and Training

Did you graduate from High School?

Yes No

If not, do you possess a GED or equivalent?

Yes No

Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
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Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference		Job Title
Relationship	Phone Number	Email Address

Name of Second Reference		Job Title
Relationship	Phone Number	Email Address

Name of Third Reference		Job Title
Relationship	Phone Number	Email Address

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____

Supplemental Questions: Project Coordinator

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions

In responding to the questions below, please incorporate an explanation of what makes you the best candidate for this position.

1. Describe the largest project you coordinated in the last five years. Explain your specific duties. Were you able to complete your duties and was the project successfully implemented?
2. Tell us how you were able to resolve conflicts encountered in managing projects. Include examples.
3. Describe your ability to work under pressure, handle multiple tasks and changing priorities. Provide examples.