



Tuolumne Utilities District
Job Description
ENGINEERING COORDINATOR 1/2

POSITION:	Engineering Coordinator 1/2	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer	FLSA Status:	Non-Exempt
PAY RANGE:	36/40	DATE PREPARED:	October 2021
INCUMBENT:			

Summary:

Under general supervision this single position class shall perform administrative coordination activities for the Engineering department, particularly with the Operations and Finance departments; provide general and technical support for the Engineering Department activities related to planning, bidding, construction, and upgrades to the District's infrastructure.

Class Characteristics:

Engineering Coordinator 1 is the entry level class in this series. Under general supervision, incumbents perform all tasks related to a variety of the administrative engineering department support functions. As experience is gained, coordinators may independently perform more complex tasks. This class may be alternately staffed with Engineering Coordinator 2, and incumbents may advance after gaining experience and training, and meeting the qualifications of and consistently performing work of the higher-level class.

Engineering Coordinator 2 is the journey level class in this series. Under minimal supervision, incumbents are fully competent to independently perform all tasks related to a variety of administrative engineering department support functions. Incumbents in this classification may assist with the training and oversight of less experienced staff.

Supervision Received and Exercised

General direction is received from the District Engineer and may receive supervision and/or direction from the Senior Engineer or Associate Engineer in specific areas, tasks, or projects.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Interpret, explain, and apply operating policies, rules, and procedures of the District.
- Prepare and proofread correspondence, reports, forms, e-mails, Board related documents, and specialized documents independently or from notes, drafts, or instructions from others for accuracy, completeness, and compliance with District policies.
- Assist the department with engineering-related requests and assist customers as needed.

- Receive and screen visitors and telephone calls.
- Assists with and/or conducts field/office meetings as necessary to coordinate and provide technical support to staff, customers, consultants, surveyors, environmental professionals, contractors, industry representatives, inspectors, and agency representatives.
- Take notes, prepare, and issue agendas and minutes or correspondence from meetings, including the District Committees.
- Oversees and monitors payments for vendors, contractors, and consultants, and reconciles discrepancies in conjunction with accounting/finance.
- Assist in soliciting bids, preparing bid documents and contract stipulations, and specifications, and contract management.
- Coordinate the Department's bid process, including issuing notices to bidders, distributing addenda, and organizing pre-bid meetings and bid openings.
- Assist in contract administration between the District and various vendors, contractors and consultants, including issuing task orders, monitoring budget status, processing submittals and progress payments, preparing documents for final payments, contract closeout, and tracking compliance with insurance requirements.
- Monitors and tracks receipt of Guarantee Letters and Maintenance Bonds from developers and/or their contractors for development projects; assists in obtaining bonds and insurance documents from vendors.
- Monitor service area socioeconomic data such as median household income and compare to definitions established by various State and Federal funding programs.
- Advocate on the District's behalf for funding from the County and other State and Federal Agencies. Prepare and deliver verbal comments at public meetings as needed.
- Perform a variety of functions in relation to application for grants, managing grants, including monitoring and reporting, and assist the finance department with preparation of claims for reimbursements.
- Assist in generating mailing lists, circulating CEQA notices, and organizing public hearings.
- Manages department processes and project files.
- Scan and file records into District files, maintain logs, reproduce/reprint documents upon request.
- Prepare mail and other outgoing deliveries, including taking, picking up, and sorting of mail.
- Monitors regulatory compliance for the Department, primarily labor rates and certified payroll postings.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of District business.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- District policy and standards.
- Standard office administrative practices and procedures.
- Liability and insurance requirements, bonds, and faithful performance warranties.
- Records management principles and practices, including electronic files.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Learn, interpret, and follow laws, rules, regulations, local ordinances, practices, policies, and procedures as may be required by regulatory agencies or District policies.
- Travel occasionally by automobile in conducting District business.
- Deal tactfully and courteously with the public, vendors, consultants, and District customers.
- Maintain complete and accurate records.
- Read and interpret engineering plans and specifications.
- Effectively navigate the District's customer account database.
- Use initiative and independent judgment in performing the work assigned, within established policy and procedural guidelines.
- Seek out appropriate assistance in solving practical problems that deal with a variety of variables.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.

- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet, and an integrated accounting software package.
- Compose graphical exhibits (charts, graphs, diagrams) for inclusion in technical reports, grant applications and presentation software such as PowerPoint.
- Communicate clearly and concisely both orally and in writing with District management staff, co-workers, consultants, and the public in one-to-one and group settings.

Physical Demands:

The physical demands described 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 functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members; maintain the capacity to sit at a computer for extended periods of time; intermittently twist to reach equipment surrounding desk; walk, climb and negotiate uneven terrain; file and retrieve large maps from map file, requiring stooping, bending and reaching; ability to lift, push, pull and carry up to 25 lbs.; use hands to finger, handle, or feel objects and controls; and drive a vehicle in all weather conditions. Hearing and vision within normal ranges with or without correction.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: The majority of the job activities are performed indoors in a typical office setting with temperature-controlled environment that can occasionally be too warm or too cold with moderate noise levels and under lighting conditions typical in an office.

Outside: Occasionally drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow to 100+F, and may be exposed to allergens, high level of noise, fumes or airborne particles, and toxic or caustic materials.

Other Requirements:

For Engineering Coordinator 1

Education and Experience:

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying:

- High school diploma or general education degree (GED) equivalent.

- Applicable college-level course work or Associate’s degree from an accredited college is desirable.
- Experience dealing with the public, preferably working in a public agency or utility setting particularly in the water and wastewater industry, is desirable.
- Three years of increasingly responsible administrative, analytical, and technical experience, including administering contracts with advanced experience in Microsoft Office, spreadsheet, database, word-processing, presentation, and email communication applications.
- A valid California Driver’s License issued by the California Department of Motor Vehicles.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.

For Engineering Coordinator 2

In addition to the qualifications above, the Engineering Coordinator 2 has:

- Two years’ responsible experience similar to Engineering Coordinator 1 with the Tuolumne Utilities District
- Completed coursework in at least one of the following areas:
 - Graphic Design
 - Easements and Rights-of-Way
 - CEQA compliance
- Certification/License in at least one of the following areas is desired:
 - Commercial Drone Pilot License
 - Qualified Stormwater Practitioner

Work Hours:

7:00 a.m. to 4:00 p.m., Monday through Friday. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required. May be called in during non-business hours to assist with emergencies.

I have reviewed this job description and agree to obtain or maintain any job specific requirements.			
Supervisor’s Signature	Date	Employee’s signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			