



POSITION DESCRIPTION

TITLE: ENGINEERING AND RIGHT OF WAY COORDINATOR

REPORTS TO: Engineering Services Supervisor

GRADE: 4

FLSA: Non-exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: High School diploma or equivalent; engineering office work which involves reading maps, plans and legal descriptions, using engineering terminology and/or processing real property transactions; valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

EXPERIENCE: Minimum two years of experience in an engineering environment or a government agency working with developers and the public. Experience with the fundamentals of engineering and real estate acquisitions. Knowledge of zoning, land use, assessments, and assessment tools. Understanding of the operation and maintenance of water distribution and sewer collection systems preferred. Demonstrated ability to assimilate data from various sources and assess/analyze data to resolve problems and make decisions. Proven ability to organize and manage competing priorities. Proficient keyboard and computer skills and a working knowledge of word processing and spreadsheet software.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Manager and Supervisor to receive general direction and review results; all other District personnel as necessary.

EXTERNAL: Interaction with consultants; contractors; the public; and other government agency officials.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate both verbally and in writing; ability to effectively utilize a personal computer and peripherals; able to tolerate periods of continuous sitting and exposure to a computer screen; may on an infrequent basis assist with lifting up to 50 pounds; when working outside the facility the ability to walk long distances; climb steep ladders; tolerate exposure to dust, fumes, odors, loud machinery and the ability to tolerate frequent bending and stooping.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include assisting the Engineering Department in the planning, development and coordination of District and developer projects throughout the District. Coordinates with developers in the planning, construction and budgeting of projects being built within the District. Coordinates effort to maintain the District system with regards to easements, encroachments, rights of way, and land acquisition. Coordinates data updates of the District's geographic information system (GIS). The ability to organize and prioritize a large volume of work efficiently and accurately; exercise sound, independent judgment within established guidelines; operate within budgetary guidelines; work effectively in a team environment; support of the District Strategic Plan and Mission Statement by acting as a positive role model and remaining informed and involved are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

%Time	Tasks
35%	<p>Project Development/Project Tracking</p> <ul style="list-style-type: none">• Provides preliminary planning support and ongoing construction coordination with developers/proponents of projects to be constructed and granted to the District as part of the public system.• Develops standard and specific agreements for pipelines and other facilities required by the District.• Tracks and evaluates the status of ongoing projects and coordinates requests for deposits with project proponents.• Coordinates with consultants regarding project reviews.
20%	<p>Administrative Functions</p> <ul style="list-style-type: none">• Organizes, maintains, and assists with implementation of retention requirements for District agreements and files.• Prepares a variety of Board and status reports as required.• Submits recommendations regarding departmental operations and procedures.• Coordinates updates and corrections to the District's Geographic Information System (GIS).• Assists the department in ensuring operations remains within budgetary guidelines.• Responds to situations using sound, reasonable judgment.• Generates original, concise business correspondence utilizing District software.• Ability to constructively deal with conflict and effect resolutions.• Develop and maintain effective organizational systems for rapid retrieval of project information
35%	<p>Right-of-Way Coordination</p> <ul style="list-style-type: none">• Provides assistance to Engineering Manager and Engineering Services Supervisor

with acquisition of real property rights for pipelines, reservoirs, pump stations, building sites, and lease holds for District and developer projects.

- Answers questions and assists with the resolution of issues regarding use of District rights-of-way.
- Coordinates with Operations staff and the Facilities Coordinator to perform field reviews of potential encroachments on District easements. Prepares draft correspondence regarding removal or permitting of encroachments.
- Corresponds in writing and person with property owners and public regarding permitting or removal of encroachments.
- Prepares Encroachment Permits for review by Engineering Manager and Engineering Services Supervisor.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.