



POSITION DESCRIPTION

TITLE: ENGINEERING PROJECT ADMINISTRATOR

REPORTS TO: Engineering Manager

GRADE: 12

FLSA: Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) 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: Bachelor's degree with emphasis in Political Science, Public Administration, Business Administration, Engineering, or Project Management. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Knowledge, skills, and ability to understand and interpret Capital Improvement Project coordination; minimum five years experience with water related issues; experience with work in a government agency; knowledge of principles and practices of public agencies including state and federal laws relating to the production, distribution, and use of water in California; knowledge of the principles of civil engineering; excellent communication skills, both verbal and written; comprehensive ability to effectively utilize a personal computer and peripherals, along with related word processing and spreadsheet programs; proven ability to organize and manage competing priorities.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general and specific direction and review results; coordination with Engineering Services Supervisor for planning and project administration; District Management, Board of Directors, and District employees to review and present project status, information and answer questions; all other District personnel as required.

EXTERNAL: Interaction with consultants, contractors, developers, the public, District general counsel and other government agency officials.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate both verbally and in writing; ability to effectively operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting and exposure to a computer screen; ability to speak effectively in large groups, with co-workers, and the general public; sit for extended periods of time; occasionally travel to conduct District business; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in outdoor environment; walk on elevated areas, may on an infrequent basis assist with lifting up to 50 pounds.

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 provides support to the Engineering Manager in the planning, organizing and achievement of successful project completion. This position is responsible for preparing a variety of Board, budget, and status reports as required. Requires the ability to organize and manage competing priorities. Assures Departmental operations are within budgetary guidelines. Professionally represents the District and acts as a positive role model. Requires the ability to perform successfully within a team environment. Knowledge and support of the District Strategic Plan and Mission Statement 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. An understanding and protection of confidential information is essential. 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
30%	Capital Improvement Projects: <ul style="list-style-type: none">• Monitors, plans, and reports on stages of project development including planning, design, and project close out.• In conjunction with the Engineering Manager, participates in the negotiation of consultants, contractors and other agency agreements in addition to contract review.• Participates in a variety of Board, budget, status, Engineering department and consultant meetings, to provide input and resolve issues.• Provides administrative interaction with contractors.• Responsible for implementing positive public relations for projects.• Ensures compliance with District's various permits and related mitigation requirements.• Generates original, concise business correspondence utilizing District software.
30%	Development Projects: <ul style="list-style-type: none">• Directs, delegates, and coordinates the review of work products for developer projects as prepared by the District's or developer's engineer.• Provides daily problem resolution and coordination for ongoing projects within the District with other District staff.• Coordinates and delegates easement document preparation work as required for District and developer projects.• Interacts in conjunction with the Engineering Services Supervisor to provide information to contractors and developers for projects within the District's jurisdiction.
10%	Coordinates with District staff in the noted areas of responsibility:

- Works with others to create a high performance, service oriented work environment that supports the District and department's objectives and that promotes a positive employee relations environment.
- Conducts internal and external meetings to provide input and resolutions to planning, project, and technical issues.
- Works with related Engineering staff to assign tasks, set priorities, and review results.
- Oversees the maintenance and management of the District's GIS (Geographic Information System) program ensuring that timely and accurate updates are input.
- Works with District staff on implementation of encroachment and easement issue resolution to protect the District's Right of Way.
- Supports the District Strategic Plan and Mission Statement.

10% Supports the public services counter providing information for developers, engineers, contractors and the general public to review plans and coordinate the work involved in privately sponsored residential, commercial, and industrial projects. Ensures compliance with environmental impact studies and makes recommendations accordingly. Calculates and collects fees and issues permits.

5% Interacts with other local and governing agencies, developers, consultants, and operations, assists in the preparation and administration of engineering meetings as needed, coordinates with engineering consultants to ensure adherence with contractual obligations.

5% Other duties including:

- Ensures the implementation of records retention requirements for data management.
- Provides input to Engineering Manager for development and administration of the annual departmental budget.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.