

ENGINEERING PROJECT COORDINATOR

DEFINITION

Under direction, facilitates the coordination of the District's Capital Improvement Program (CIP) projects through the planning, design, and construction phases by providing project planning, budget, and scheduling support to project managers; plans, organizes and administers interdepartmental engineering and administrative activities necessary to ensure projects are administered according to approved policies, standards, procedures, and funding agreements; prepares various engineering, financial, and/or project reports and data; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification responsible for coordinating and implementing the District's project controls program and processes. Incumbents work under direction and exercise a high level of discretion and independent judgment in performing the full range of technical and complex project coordination tasks of a specialized nature to support the work of the Engineering Department. Work requires knowledge of District functions, and specialized knowledge of the technical aspects of project controls. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Coordinates with project managers on project status related to schedule, budget, and resource usage.
- Assists in the preparation of request for proposals to solicit consultants for design, construction phases services, and preparation of various studies.
- Coordinates bid process by participating in prequalification of contractors, performing bid analyses and responsiveness summaries, preparing and distributing pre-bid/pre-proposal meeting agendas, minutes, and sign-in sheets, posting solicitation for bids, and organizing questions and answers; confirms project plans and specifications upon completion of bid phase.
- Prepares contracts for CIP projects for Board approval and execution and processes requests for contracts for maintenance projects; prepares Notice of Intent, Notice of Award, Notice to Proceed, and Conflict of Interest letters during project award stage; obtains necessary documentation from vendors including tax forms, insurance, and bond information; processes certified payroll and ensures compliance with Department of Industrial Relations regulations; completes project registration for reporting purposes; processes contract change

- orders/directives and agreement amendments; processes progress payments and invoices.
- Processes grant-funded projects in accordance with federal and state regulations and District standards.
 - Participates in developing project costs and resource budgets by researching and estimating staff hours and creating overhead and fringe reports; imports actual hours and costs; reviews to ensure data is accurately imported and costs are charged to correct projects and appropriate project phase; follows up on and resolves inconsistencies; provides timely information for controlling budgets through project duration including providing project workload projections.
 - Participates in the development of the master schedules for District programs and projects; establishes project timeframes and expectations; facilitates workforce and cost forecasts; updates and reissues schedules as required.
 - Coordinates and schedules project, progress, design review, and related meetings.
 - Prepares various documents including Board letters and communications, contract documents, correspondence.
 - Prepares and distributes project status, engineering, and financial reports; develops specialized graphics and reports as needed to support project teams and management presentations.
 - Maintains accurate records, resources hours, status of permits, and/or schedule history files.
 - Researches and assembles information from a variety of sources for the preparation of records and reports; conducts special studies and recommends organizational, procedural or other changes to achieve greater productivity and/or to comply with new District requirements.
 - Participates in project planning by preparing and processing California Environmental Quality Act documentation with the County Clerk, assisting outside agency permit processing, and assisting in easement/real property documentation preparation, execution, and recordation.
 - Participates on a variety of project teams and committees to develop project management and control policies and procedures.
 - Receives and responds to information requests, public records requests, questions, and issues; explains projects and procedures, interprets codes, and coordinates with outside agencies, contractors, consultants, committees, and others.
 - Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of project management, including the application of project management tools and processes, resource allocation, and project prioritization.
- Basic principles and practices of civil engineering and construction as applied to water and wastewater utilities.
- Principles and practices of project budget development and administration.
- Principles, practices, and techniques used in contract administration, compliance, and evaluation.
- Principles and practices of bid processes and public noticing.
- Recent developments, current literature, and sources of information related to innovation and trends in project management.
- Principles and practices of business correspondence and report preparation.
- Principles of mathematics and statistics.

- Practices of researching project management issues, evaluating alternatives, making preliminary recommendations, and preparing reports.
- Modern developments, current literature, and sources of information regarding sophisticated methods of engineering project management.
- Principles and practices used to establish and maintain files and record keeping systems.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide project planning, budget, and scheduling support to project managers.
- Coordinate bid processes and contract administration for engineering projects.
- Conduct research, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear, concise, and accurate bid documents, reports, contracts, correspondence, and other written materials.
- Coordinate meetings and effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, engineering, information systems, or a related field.

Experience:

- Three (3) years of increasingly responsible experience or performing engineering project management or equivalent.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 job functions.

ENVIRONMENT

Standard office setting; some exposure to temperature variations, noise, fumes, toxic agents, dust, and traffic hazards may occur while at construction sites.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.