



APRIL 2016
FLSA: NON-EXEMPT

SENIOR UTILITY COORDINATOR/INSPECTOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of utility service staff; oversees, plans, and coordinates the construction, maintenance and repair of the water transmission and distribution systems, equipment, and facilities; inspects water system maintenance and construction work performed by developers, contractors, homeowners, and others to ensure conformance to District standards, specifications, and policies; provides responsible technical assistance to the Maintenance Superintendent; performs a variety of technical tasks relative to the assigned functional area; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Superintendent. Exercises technical and functional supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced-journey level technical and specialized class in the Maintenance division. Responsibilities include planning, organizing, reviewing, and inspecting the work of utility service staff, developers, contractors, and others to ensure the conformance to District standards and policies. The work requires considerable knowledge of water distribution system construction and maintenance methods, materials, and procedures, in addition to the District's construction standards. Employees perform the most difficult, complex, and responsible types of duties assigned to classes within the Utility Service class, including training and directing the work of less experienced maintenance personnel. This position differs from the Maintenance Superintendent in that the latter is a mid-management class and has management responsibility for all water distribution system and facilities maintenance functions and activities of the District.

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 essential functions of the job.

- Plans, organizes, assigns, and reviews the work of staff involved in the scheduled and emergency maintenance, construction and repair of the District's water distribution systems.
- Inspects and verifies work in progress and completed work of employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; conducts site visits to review the work of crews and contractors.
- Inspects work sites for use of traffic control and safety practices; prepares traffic control plans.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.

- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Locates and marks District facilities for Underground Service Alerts (USAs).
- Plans, trains, reviews, and coordinates the work of personnel engaged in the installation and repair of new or damaged mains and service lines, reservoirs, fire hydrants, asphalt, concrete, and water meters.
- Performs a variety of maintenance tests, including water flow and pressure tests on fire hydrants and valves.
- Submits permits to the City of Chino and County of San Bernardino prior to conducting work on facilities.
- Investigates, responds to, and coordinates solutions for District water leaks.
- Coordinates assigned services and activities with those of other divisions and outside agencies and organizations.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on development issues and acquiring information.
- Maintains current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation; maintains current on new technology by meeting with vendors, as needed.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Acts as Maintenance Superintendent in his or her absence.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a water distribution and operations systems, related to the flow of water.
- Principles of lead supervision and training.
- Basic theories, principles, and practices of engineering, hydraulics, electronics, and chemistry.
- Principles and practices of construction maintenance and construction management.
- Advanced methods and techniques of preventive maintenance.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- District standards, specifications, and policies for the construction and installation of water distribution mains and service lines.
- Principles and practices of contract administration and evaluation.
- Emergency maintenance and repair procedures related to water distribution facilities and systems.
- Safety principles, practices, and procedures of water distribution facilities and systems, including related equipment and hazardous materials.
- Shop and field arithmetic and mathematics.
- Principles and practices of record keeping.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, oversee, and review activities of Utility Service Worker personnel.
- Inspect routine to difficult engineering construction projects.
- Independently perform a variety of advanced operational tasks and activities.
- Perform the more complex construction, maintenance, and repair work.
- Read and interpret construction prints, plans, drawings and specifications.
- Train others in proper and safe work procedures.
- Interpret, apply, explain, and enforce compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Diagnose complex operational problems and perform effective maintenance on equipment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic and mathematic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, sketches, and basic written records of work performed.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Coordinate necessary work and projects between several entities.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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

Equivalent to the completion of the twelfth (12th) grade and four (4) years of increasingly responsible experience maintaining and operating water systems and related facilities, including at least one (1) year in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, and ability to maintain, a valid Grade III Water Distribution Operator Certificate issued by the State Water Resources Control Board.
- Possession of, and ability to maintain, a valid Grade I Water Treatment Plant Operator Certificate issued by the State Water Resources Control Board. is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking of long distances in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.