

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **ENGINEERING PROJECT COORDINATOR**

**GRADE LEVEL:** E17

**SUPERVISOR TITLE:** Engineering Manager - Design

**FLSA Status:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general direction, plans, coordinates, oversees and participates in various engineering processes and projects, including developer-led and/or capital facility engineering, design, plan checking, construction support, and 'as-built' documentation. Prepares, or directs preparation of various engineering documents, including studies, reports, maps, exhibits, and correspondence. Assists the public and other District departments; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

This is a single-incumbent, advanced technical classification. The incumbent provides technical engineering support and provides direction to lower-level staff and/or engineering consultants. The incumbent performs a full range of technical and specialized engineering duties, including planning, design, project coordination, construction support, and project management. Incumbents at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):




-  Research and respond to complex engineering inquiries.
-  Project coordination and project management of development, capital, and corrective projects including all documentation for interim stages of the project.
-  Coordinate facility improvements conducted by other agencies requiring RCWD facility relocations.
-  Prepare detailed engineering/project cost estimates for facility construction, inspection, special installations, etc.

- ✎ Design, prepare, and review construction drawings and technical layouts for potable water, wastewater, and recycled water facilities.
- ✎ Prepare computer-generated graphics, maps, displays, engineering drawings, and exhibits using Geographic Information Systems (GIS) or Computer-Aided Drafting (CAD) software.
- ✎ Perform plan checking of facility drawings to include verifying of compliance with District rules, regulations and standards, including communication of such to engineer of record.
- ✎ Prepare and file associated technical correspondence as required.
- ✎ Review and revise legal descriptions for easements, grant deeds, quitclaim deeds, annexations, and agency agreements.
- ✎ Research and respond in writing to various engineering requests, including easement non-interference, fire flow information, fire hydrant locations, "will serve", utility clearance, etc.
- ✎ Gather technical field data relative to project design or review, including facility locations, benchmarks, elevations, dimensions, etc.
- ✎ Provide technical engineering assistance to other departments as necessary.
- ✎ Prepare and review water system hydraulic analysis.
- ✎ Process all permits and utility service requests required for a project.
- ✎ Provide construction engineering assistance/support, to include reviewing material submittals, responding to requests for clarification, and providing construction services contracts (geotechnical and/or surveying).
- ✎ Establish and maintain project schedules and budgets.
- ✎ Define project scope, prepare consultant RFPs and standard agreements, monitor consultant work effort, and provide direction to consultant throughout project.
- ✎ Prepare and assemble project contract documents including design drawings, technical specifications, and special provisions for specific project requirements. Prepare and coordinate project legal advertisements.
- ✎ Maintain neat and organized project files.
- ✎ Perform manual or computer drafting to create facility as-built records.
- ✎ Assists with developing and reviewing the departmental budget(s).
- ✎ Perform related duties as assigned.













## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Principles and practices of municipal water, wastewater, and recycled water facility engineering, including applicable laws, codes, regulations and ordinances
- ✎ Engineering mathematics
- ✎ Principles and practices of water and wastewater facility construction and inspection
- ✎ Principles and practices of project estimating, scheduling, tracking and management
- ✎ Principles and practices of land development engineering including relevant laws, codes, regulations and ordinances

-  Computer software applications, including word processing, spreadsheets, and other specialized engineering software applications
-  Budgeting processes and procedures
-  Applicable safety principles and practices

**Ability to:**

-  Lead, coordinate and participate in a full range of technical engineering projects and development engineering services
-  Plan, coordinate, and review/evaluate the work of professional engineers, consultants, developers, contractors and department staff
-  Direct, train, and evaluate assigned staff
-  Interpret, apply, and enforce the District's rules, regulations, standards, policies and procedures, as well as applicable laws, codes and ordinances.
-  Evaluate alternative engineering approaches and adopt effective solutions
-  Interact effectively with outside agencies and engineering consultants
-  Gain cooperation through discussion and persuasion
-  Operate various surveying, measuring, and testing equipment
-  Utilize GIS and CAD hardware/software
-  Read and interpret water and wastewater-related facility plans and construction drawings
-  Draw/design constructible and operable potable water, wastewater and recycled water facilities
-  Operate a personal computer

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** At least five (5) years of municipal water/wastewater facility engineering experience (preferably with a public water/wastewater utility), having drafting, plan checking, design, and project management/coordination responsibilities.

**Training:** Equivalent to an Associate of Arts Degree with major course work in engineering, public administration or public works construction. Certification as an Engineer-in-Training (EIT) issued by the California Board for Professional Engineers and Land Surveyors, and Certification as a Grade 1 Water Distribution Operator issued by the California Department of Public Health (CDPH) are desirable.

**License and Certificates:**

-  California Class C Driver's License

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group meetings
- ✎ Regularly use a telephone or email for communication
- ✎ Use office equipment such as a computer terminal, copiers, and facsimile (FAX) machines
- ✎ Extended sitting, walking and standing
- ✎ Climbing
- ✎ Carry, push, reach and lift up to 30 pounds
- ✎ Reach at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%)
- ✎ Occasionally stoop, kneel or crouch
- ✎ Sufficient manual dexterity to operate equipment

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Inclement weather
- ✎ Regular travel by District vehicle for the field inspection of District sites and facilities
- ✎ Potentially dangerous tools or equipment

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date