



Job Title: Project Coordinator

Effective: 10/2022 /2025

Department: Engineering

Pay Grade: 17

GENERAL PURPOSE

Coordinate external development related construction administration, from project conception to final acceptance of water system improvements for the District. The successful Project Coordinator will ensure these projects meet District Construction Standards and Specifications while coordinating with District management and all appropriate stakeholders. This role also includes overseeing the District's compliance with Utah's Division of Drinking Water (DDW) regulations with assistance from the District Engineer.

SUPERVISION RECEIVED

Receives direction from the District Engineer.

ESSENTIAL JOB FUNCTIONS

Daily observation and administration of development related construction. Makes field decisions, ensures work done according to District approved plans; intercedes where necessary in resolving problems. Maintains inspection records as necessary.

Coordinate willing-to-serve commitments. Aid the Chief Technology Officer with annexation review and requirements. Review development plats and ensure necessary easements are in place to protect District infrastructure.

Assist in construction document review and administer associated review Fees with the District Engineer and Director of Operations. Review cost estimates provided by developers and/or consulting engineers.

Draft and facilitate Water Service Agreements (WSA) and Infrastructure Security Agreements (ISA) as necessary with the General Manager. Review and coordinate any necessary assurance for development projects including performance bond review and tracking.

Coordinate preconstruction meetings with development team and contractors, review and approve construction submittals, and maintain working record drawings throughout the construction period documenting any changes to approved plans.

Develop, update, and maintain annual unit costs for common distribution infrastructure to develop District inspection fees.

Manage new water infrastructure including pressure and bacteriological testing.

Final system improvement inspections, and if necessary, develop and implement a “punch list” with the Director of Operations.

Coordinate conditional system acceptance, warranty, and final acceptance process for development-related system improvements.

Assists in the building and ongoing support of the District asset management program to minimize cost and risk of owning and operating assets over their life cycle while meeting service standards for customers.

Coordinates across departments to assess asset status, needs, risks, goals, and progress in order to facilitate long range strategic planning and maintenance of key water infrastructure assets.

Implements the District’s compliance sampling program with the Utah Division of Drinking Water (DDW) with assistance from the District Engineer. Ensures all sampling, monitoring, and scheduling are conducted in strict adherence to DDW requirements. This involves planning and coordination across departments to comply with DDW regulations. Coordinates sampling needs across District staff, manages compliance test result database, and coordinates with Division of Drinking Water staff as required.

Commented [SG1]: Here’s the new section to the Project Coordinator job description. It covers the language removed from the Distribution Manager and expands.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Utah Water Operator Certification or ability to obtain in 12 months
AND
Associate degree in Engineering or Construction Management or a similar field of study
OR
A minimum of three years of equivalent work experience as a project coordinator or experience in water infrastructure construction and inspection

2. Knowledge, Skills, and Abilities:

Strong organizational and multi-tasking skills

Good communication and interpersonal skills capable of maintaining strong relationships

Excellent analytical and problem-solving abilities

Document management and ability to use project management tools.

Attention to details even under pressure

Time management skills with the ability to meet deadlines

The ability to work independently and in a team environment is critical

3. Special Qualifications (Certifications, Licenses) Water Operator

Driver's License

WORK ENVIRONMENT

Performs in:

1. A typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, or reaching. Rapid work speed is sometimes required; attention to detail. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and some creative problem solving;
2. The outdoor mountainous environment. Tasks require a variety of physical activities related to site inspections and construction management in rough terrain.
3. While performing the duties of this job, the employee is occasionally required to sit, stand, climb, balance, stoop, kneel, crouch, crawl, walk, run, jump; to use hand to finger, handle, or operate objects, tools, or controls, and reach with hand and arms. The employee is occasionally required to talk, hear, taste and smell.

Specific vision, abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental application utilizes memory for details, verbal instructions, emotional stability, and creative problem-solving.

DRAFT

