JOB DESCRIPTION

Coachella Valley Water District

Date: October, 2009

TITLE: UTILITY COORDINATOR
SECTION: ENGINEERING SERVICES

DEPARTMENT: ENGINEERING
SRN: 33

REPORTING RELATIONSHIP:
Reports to: Engineering Manager

Supervises the following positions: Not Applicable

DEFINITION: Under direction to process utility clearances for projects proposed by other Public Agencies and Utility Services providers, research district maps and records, respond to requests for District facility information, obtain estimates for utility relocations, prepare correspondence for utility clearances, represent the District at meetings, promote coordination of public works and private construction projects, and perform related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Processes, coordinate, organize and track utility clearances.
2. Assists engineers, contractors and the general public with questions related to the location, status, and types of facilities operated and maintained by the District.
3. Researches District maps, aerials, construction drawings and other related records to obtain necessary information required to perform the essential functions of the job.
4. Represents the District at utility coordinating, pre-construction meetings, field meetings and other related utility events.
5. Coordinates, tracks and researches utility information from other utilities and public agencies for District projects.
6. As directed, updates, enters, tracks and coordinates various computer databases maintained in the Right-Of-Way and Drafting divisions.
7. Assists in preparing the Annual Capital Budget presentation to the Desert Area Utility Coordinating Committee.
8. Assists and answers questions related to District facilities and various engineering records for outside customers and District personnel.
9. Prepares a variety of special projects and reports upon request.
10. Operates Reader Printers, Xerox Printers, large format printers and other printing and graphic devices used in Drafting.
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ESSENTIAL FUNCTIONS (Cont.)

11. Enter and retrieve data using a computer terminal.

12. Perform basic drafting and graphic related work.

13. Drives to job sites and makes visual inspections of abandonments and facility locations.

14. Obtain, process and coordinate estimates to relocate, abandon and install District related facilities, and prepare Board Action Item as necessary.

15. Make presentations to groups promoting utility coordination.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Some examples of qualifying experience are:

- Two years as a construction inspector for a water district or public works department; OR
- Two years as a plan checker for a water district or public works department OR
- Two years as a designer/drafter for a water district or public works department.

Knowledge of:

- District facilities, records and procedures necessary to obtain information related to the essential functions the job. Records databases include: I-Series computer, FileNet, CVWD Drawing List, Volo View, Auto Cad Directory, and Index Card System for locating drawings.
- Construction drawing terminology, symbols and graphics related to utilities.
- Materials and methods used in construction of roads, bridges, pipelines and other public works.
- Materials and methods used in relocating water and sewer facilities.
- District standard specifications for the construction of domestic water systems and sanitary sewer systems.
- Legal descriptions, stationing and general mapping terminology.
- Basic math, algebra, geometry and surveying principles related to utility plans and profiles.
MINIMUM QUALIFICATIONS (Cont.)

Abilities:  
-Accurately check and review water, sewer, irrigation, stormwater, drainage and other related utilities.  
-Identify potential construction conflicts with District facilities.  
-Coordinate the relocation of District and other agency’s facilities in advance of and during construction.  
-Communicate effectively with customers both verbally and in writing through letters, phone calls and in person  
-Work cooperatively with others.  
-Maintain accurate records and correspondence.  
-Operate a computer work station.  
-Represent the District at utility functions and field meetings.  
-Make accurate calculations and thorough investigations.

Education: Courses that would help meet the essential functions of this position.

PHYSICAL REQUIREMENTS:


2. Sits for prolonged periods of time.

3. Lift and carry materials up to and including 20 pounds for daily storage of supplies, drawings, plat books and packages for mailing.

4. Lift and load up to and including 20 pounds of paper and other materials related to the printing machines.

5. Repeatedly pulls open file drawers and files drawings weighing up to and including 20 pounds on a daily basis.

7. Operates a computer workstation.

8. Communicates over the telephone and in person.