



Job Description

Job Title:	Project Coordinator / Locator
Department:	Engineering
Reports To:	Engineering Manager
FLSA Status:	Nonexempt
Approved By:	Utility Director
Approved Date:	07/2016
Salary Range:	\$23.05 to \$29.79

SUMMARY: This position is responsible for performing technical and project management tasks under limited supervision at the Clay Township Regional Waste District (CTRWD).

All Employees at CTRWD are expected to model the District's vision and mission.

VISION: "To become a model regional utility."

MISSION: "To provide high quality, cost-effective sanitary sewer service to our community."

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Tracks progress on department projects and initiatives.
2. Tracks development projects using the asset management database.
3. Oversees testing of newly constructed gravity and low pressure sewers.
4. Ensures that all projects complete necessary requirements and works with owners and/or developers to collect and review all required dedication paperwork. Issues dedication notices.
5. Tracks project warranties and conducts warranty inspections. Notifies contractors and developers of any deficiencies and verifies correction of all deficiencies.
6. Reviews plans, inspection reports and record drawings and provides comments. Maintains digital and paper project files.
7. Enters new asset and project information into asset management database.
8. Assists associates with research of land records, record drawings, specifications and products.
9. Performs inspections to ensure quality of work and compliance with plans, specifications, and District standards.
10. Reviews failed inspections and follows up with associates to ensure that inspections are completed and in compliance.
11. Maintains accurate records; documents findings for all inspections. Informs management of all deficiencies and failed inspections. Completes daily input into the asset management database.
12. Drafts letters to customers or contractors for non-compliance or requests for project documentation.
13. Communicates with customers and contractors in the field and communicates District standards and specifications.
14. Tracks failed inspections and repairs. Follows up with contractors and homeowners to ensure that repairs are completed and inspected in a timely manner.
15. Performs televising of laterals as needed.
16. Reviews locates requests received from Indiana Underground Plant Protection Service (IUPPS) using ticket tracking software, determines what needs to be marked in the field, schedules and assigns locates, and completes locates in the field.
17. Communicates with contractors and other parties working near District infrastructure regarding the scope of their work and the location of pipelines, and documents conversations appropriately.



Job Description

18. Coordinates and performs “watchdog” inspections on critical infrastructure.
19. Creates and/or maintains standard operating procedures for routine tasks.
20. Maintains District vehicles, tools and equipment.
21. Acts as a back-up to department associates in their absence.
22. Assists department associates and performs other duties as needed/as requested.
23. Assists Engineering Manager as needed.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty and responsibility according to the requirements of CTRWD. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

District-related Competencies – To perform this job successfully, all employees of CTRWD must demonstrate the following competencies;

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of CTRWD above own interests; able to build morale and group commitments to goals and objectives; and supports everyone’s efforts to succeed.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports CTRWD’s goals and values; benefits CTRWD through outside activities; and supports affirmative action and respects diversity.

Oral and Written Communication – Speaks clearly and persuasively in positive or negative situations; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, incumbents in this job should demonstrate the following competencies;

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Keeps accurate records for the department and District.



Job Description

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

EDUCATION and/or EXPERIENCE: Associate's degree (A.A.) or equivalent from a two-year college or technical school; and seven years related experience and/or training; or equivalent combination of education and experience. Experience in project management, database management, construction or infrastructure or related field is required. Candidates must also have the ability to read and interpret construction drawings or plans to ensure the project is built per design standards.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, proportions, area and volume to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Pipeline Assessment and Certification Program (PACP) certification or ability to obtain within 6 months. IWEA Wastewater Collection System Operator Class CS-III certification or be able to obtain within the first year of employment.

OTHER SKILLS AND ABILITIES: Candidates must have a thorough knowledge of the technical aspects of building, electrical, plumbing and mechanical code and of sound engineering and construction techniques and practices. Candidates must also have the ability to deal courteously with the public and establish and maintain effective working relationships with associates, customers, engineers, contractors, developers and other building industry professionals. The ability to operate a printer, copy machine, scanner and other office equipment is desired. The incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly.

OTHER QUALIFICATIONS: Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint and Adobe. Experience with CarteGraph or similar asset management software and ESRI Geographical Information Systems (GIS) are required.

PHYSICAL DEMANDS: The physical demands described here 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 duties and responsibilities.



Job Description

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will sit; and lift and/or move up to 75 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The normal office hours at CTRWD are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, employees in this position may be required to work additional hours to meet the demands of the job.

While performing the duties of this job, the employee frequently is exposed to: working near moving mechanical parts; the risk of electrical shock; vibration; and all weather conditions. The employee may occasionally be exposed to: explosive and hazardous materials; confined space entry; and fumes or airborne particles. The employee may occasionally be exposed to: working in high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

SIGNATURES:

_____	_____	_____
Incumbent's Signature	Incumbent's Printed Name	Date

_____	_____	_____
Director of Administration and Customer Service's Signature	Director of Administration and Customer Service's Printed Name	Date