



<b>DATE</b>	March 2007
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Water Utilities Program Coordinator  
 DEPARTMENT/DIVISION: Public Works/Water Utilities  
 REPORTS TO: Water Utilities Manager

**SUMMARY:** This is technical position in the field of Public Works / Water Utilities. This position is expected to perform complex duties, occasionally in the absence of clearly defined operating procedures, where independent judgment is required. Under the direction of the Water Utilities Manager, the incumbent will prepare maps for water, sewer and other public works utility projects; implement new programs and perform field inspections of a variety of public works projects. The incumbent should be able to develop an effective relationship with employees, other departments and general public.

**ESSENTIAL JOB FUNCTIONS:**

- Performs complex special projects related to the public drinking water system and wastewater collection system, analyzing data, researching alternatives, and making recommendations to ensure efficient departmental operations.
- Update and maintain maps and geographic data utilizing the city’s GIS capabilities
- Acquires information about city’s infrastructure through research and the use of specialized tools such as GPS and enters into GPS or tabular databases to be linked to GIS
- Maintain infrastructure management database related to the water and wastewater system and implement new programs in this arena.
- Prepare graphic displays and photographs for public works department.
- Assists citizens and customers, both internal and external, with general information; resolves problems related to general departmental services.
- Coordinates with outside service providers for equipment and supplies.
- Perform database entry related to the water/wastewater infrastructure
- Establishes and maintains contact with local, state and national organizations, other utilities and related professional groups in order to keep informed of pertinent developments.
- Assists in preparation of statistical reports, presentations, memos, and other related documents and functions.
- Takes initiative and works as a productive team member and leader.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the utility maintenance operations within the Water Utilities Division; implements policies and procedures.
- Develops and maintain links between various databases.
- Provides directions to non-city personnel

- Assists with manager in preparation of budget for special related projects.
- Takes initiative and works as a productive team member
- Attends and serves on various committees and work groups, form criteria and guidelines on policies and procedures, provides networking among divisions to open lines of communication.
- Maintains involvement on a federal, state, and local level in professional organizations as they pertain to GIS issues.
- Assists other department personnel as needed
- Prepares information and monthly reports as needed by Department
- Encourages teamwork within all organizational divisions to promote open communication among employees.
- Other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None

**WORKING CONDITIONS:**

- Uses computer, printer, scanner, facsimile machine, copier, calculator, typewriter, telephone, two-way channel radio, beeper, paging system, digital camera, GIS / GPS hand held unit, operates city vehicle and mobile phone.
- Works outdoors in extreme cold, heat, or temperature swings
- Is exposed to adverse conditions including traffic, extreme noise, odors, vibration and gases.
- Kneels, climbs, pulls, pushes, sits, stands, twists and walks for extended periods of time while performing daily duties.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skilled in Microsoft Office – to include Excel, Access, Outlook and Microsoft Work operating systems
- Knowledge of all pertinent federal, state and local regulations as they pertain to Public Works / Water Utilities
- Skill in dealing with public relations problems and the handling of compliant investigation activities
- Ability to work with interruptions
- Knowledge and ability to utilize basic mathematics to compute and inputs figures accurately
- Organizes, prioritizes work, maintaining a steady workflow and meets deadlines with little supervision.
- Skilled in managing multiple projects with interruptions; skilled in prioritizing/organizing workload and meeting deadlines.

- Knowledge maintaining and analyzing GIS databases and maps, including experience in coordinating and organizing project activities and providing information and/or service to others.
- Knowledgeable in water and wastewater procedures and practices.
- Effective oral and written communication skills

**PREFERENCES:**

- Knowledge of ESRI ARC GIS software

**MINIMUM QUALIFICATIONS:**

- Two years experience or formal training in updating and maintaining large database to include data entry
- High school diploma or GED equivalency
- Must possess a valid Texas Class C driver's license.
- Ability to obtain a Class C TCEQ Water or Wastewater Collection II license within three years of employment.
- Equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.