



City of Phoenix

WATER SERVICES PROJECT COORDINATOR

JOB CODE 50830

Effective Date: 02/00

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to coordinate, direct and implement major improvement projects for the Water Services Department. The Water Services Project Coordinator has responsibility for coordinating and directing all functional activities and personnel engaged in providing these improvements; some work is oriented toward multi-year and some toward short-term projects. The Water Services Project Coordinator works under the general direction of the Water Services Engineering Superintendent or Technical Support Coordinator, and considerable independent judgment is exercised in achieving objectives. Supervision is received through review of results achieved.

ESSENTIAL FUNCTIONS:

- Establishes program goals and project objectives;
- Determines project priority;
- Develops policies and procedures for program implementation;
- Writes status reports on project activities for administrative and City Council information;
- Coordinates major improvements with private firms, other City Departments, and County and State agencies;
- Develops Water Services capital budget, annual budget supplemental requests, and five year bond program proposals;
- Coordinates major street and storm drain capital programs;
- Coordinates transmission system shutdowns;
- Coordinates pressure zone boundary development and manages pressure zone information;
- Analyzes water systems and coordinates master planning;
- Provides technical support and serves as a liaison to other divisions and sections within the department;
- Responds to emergency operation situations such as loss of supply, main breaks, and power outages;
- Analyzes operational abnormalities/problems, recommends and coordinates resolutions;
- Develops alternate modes of operations for the water system;
- Acts as a liaison and coordinates work between the Water Services Department and other City Departments or outside agencies;



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- Manages water and wastewater pipe and appurtenance inventory records for annual fixed assets report;
- Manages water and wastewater system maps to ensure current, accurate information and timely distribution;
- Coordinates plan review log-ins, computer services, tracking, and the maintenance of records;
- Interprets codes, policies, and procedures relative to programs within the section.
- Manages projects involving the application of GIS technology to processes or functions performed throughout the Department;
- Supervises the Technical Support Public Counter Section and assists in handling nonroutine inquiries regarding water and wastewater services;
- Supervises the processing of record drawings, the preparation of the facility inventory, and the processing of right-of-way abandonment requests to support the Department's facility management activities;
- Serves as liaison between the Water Services Department master planning activities and the Development Services Department permit requirements;
- Supervises the GIS/Mapping Section;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- City codes pertaining to water and wastewater operations.
- Maricopa Association of Government specifications.
- Modern methods and techniques of design and maintenance of water distribution systems.
- Water and sewer pipeline construction.
- City of Phoenix budgeting process and accounting procedures.
- Geographic Information Systems.
- Project management.

Ability to:

- Read blueprints.
- Work cooperatively with other City employees and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.



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- Operate and maintain a computer data base.
- Communicate orally with customers, clients and the public in face-to-face one-on-one settings or using a telephone.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional experience in a water and wastewater utility including supervisory experience, and a bachelor's degree in business administration, engineering, or a closely related field. Other combinations of experience and education that meet the minimum requirements may be substituted.