



## RECOVERY PROJECT COORDINATOR

### CLASSIFICATION SPECIFICATION

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#### **JOB SUMMARY**

Under the guidance of the *Assistant District Manager*, the Recovery Project Coordinator shall schedule, coordinate, and oversee administrative duties supporting the completion of recovery-related field operations and shall maintain records of all field operations including the completion of, and compilation of job costs as needed for budget or billing purposes. Recovery Project Coordinator shall act as liaison between the Transmission and Distribution, Customer Service Departments, and contracted firms. Performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Recovery Project Coordinator is a discrete journey-advanced level classification.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Recovery Project Coordinator is supervised by the Assistant District Manager.

The Recovery Project Coordinator does not supervise other positions.

#### **WORK SCHEDULE**

The regular work hours for employees in office positions shall be seven and one-half (7½) hours scheduled between 8:30 A.M. and 5:00 P.M. with one (1) hour off for lunch. Flexible schedules must be worked out to attain 75 hours of work during each two week pay period.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Reviews and evaluates proposed projects for scheduling and tracking purposes.
- Creates internal communication plan for projects.
- Assists in the planning and implementation of internal accounting processes for accurate cost accounting.
- Track and report billable time for federal reimbursement purposes.
- Under the direction of the Finance and Accounting Manager, tracks and reports billable time for FEMA projects.
- Assists in defining, securing, and tracking needed resources to complete recovery projects.
- Works with District employees to create and maintain flow charts for scheduled projects such as



main line replacements, tank restoration or maintenance, leak detection/repair and other projects as may be assigned.

- Cooperatively works to develop and implement processes to improve tracking, coordination, and management of post-2018 Camp Fire recovery work.
- Responsible for communicating schedules with other departments as necessary.
- Communicates schedules with customers and is the point of contact for customers, vendors, contractors, and other organizations regarding projects and services.
- Establishes and maintains cooperative and supportive relationships with District employees, directors, customers, vendors, and outside agencies.
- Effectively schedule various operations of the transmission/distribution system, storage, and other District facilities.
- Provides input and review for the development of construction contracts.
- Meets with customers, contractors, vendors, and representatives of other agencies as required or requested by District Manager.
- Provide support for the Distribution System Operator and Utility Supervisor with scheduling, recordkeeping, and labor assignments as necessary from time to time or specific projects related to District valve maintenance and system flushing programs.
- Perform other duties as requested or assigned by the Assistant District Manager.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the operation and maintenance of the water transmission, storage, and distribution system.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents related to District field operations.
- Principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.
- Principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
- Methods and procedures for processing direct and reimbursable program funds, grants, loans, and credit programs
- Various types of contracts, techniques, or requirements for contracting or procurement

**Ability to:**

- Analyze emergency situations and take effective action.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality



services.

- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Demonstrate regular and predictable attendance.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

At least three (3) years of increasingly responsible experience in the support of operations and maintenance of a water transmission and distribution system and related construction projects. Two (2) years administrative experience in personnel management, scheduling, and recordkeeping.

### **Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time
- Exposure to the sun: 0% to 25% work time spent outside a building and exposed to the sun.



- High temperature: Minimal work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Minimal work time in hard manual labor in temperatures between 10-32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **HISTORY:**

- Revision date: September 2023, December 2023 (changed from report to Finance manager, to Asst. District Manager)
- Approval/Adoption date: December 18, 2024