

Paradise Irrigation District
Recovery Project Coordinator
(Range 17)

Definition

This is a full-time, short-term position in the General Unit. Under the guidance of the *Finance and Accounting Manager*, and in cooperation with the *Distribution Superintendent*, the Recovery Project Coordinator shall schedule, coordinate and oversee administrative duties supporting the completion of recovery-related field operations 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.

Essential Functions

- 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.
- Under the direction of the Finance and Accounting Manager, Tracks and report billable time for FEMA projects.
- Assists in defining, securing and tracking needed resources to complete recovery projects.
- Works with PID 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 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.
- Provides input and review for the development of construction contracts.
- Meets with customers, contractors, vendors and representatives of other agencies as may be required or requested by District Manager.
- Provide support for the Distribution System Operator and Utility Supervisor with scheduling, recordkeeping and labor assignments as may be necessary from time to time or specific projects related to district valve maintenance and system flushing programs.

- Perform other duties as may be requested or assigned by the District Manager.

Job Standards and Specifications

Must have knowledge of, and experience with;

- Basic principles of project management.
- Basic principles of budget and procurement practices and procedures.
- Basic principles of construction contract practices and procedures.
- Applicable state and local laws and regulations related to district field operations.
- Basic principles and practices used in the operation and maintenance of the water transmission, storage and distribution system.

Must have the ability to;

- Effectively schedule various operations of the transmission/distribution system, storage and other district facilities.
- Analyze emergency and hazardous situations or conditions and take appropriate action.
- Appropriately represent the district in a variety of settings and situations, verbally and in writing.
- Establish and maintain a supportive and cooperative work environment and culture.
- Ability to track and report billable time – This will be critical in ensuring the salary/benefits of this position is reimbursable. Without proper documentation of time recorded, the District will not be able to properly submit the costs for reimbursement.
- Knowledge of / experience with FEMA public assistance reimbursement requirements.
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- Typical Physical Activities
- Travels regularly by vehicle.
- Occasionally works in an outdoor environment.
- Communicates orally in various ways and settings.
- Uses various forms of office equipment.
- Sits for extended periods of time.
- Periodically walks on uneven terrain.

Environmental Factors

- Exposure to outdoor environment, sun, heat, rain, cold.
- Exposure to loud or noisy environment.
- Exposure to slip, trip and fall hazards.
- May have irregular or extended work hours.

Desirable Qualifications

- Any combination of education and experience that would provide the necessary knowledge and ability to effectively perform required duties.
- Possession of State of California issued Water Distribution Operator Certificate minimum D2.
- At least three years of increasingly responsible experience in the operation and maintenance of a water transmission and distribution system and related construction projects. Two years administrative experience in personnel management, scheduling and recordkeeping.

Requirements of Position

- Possession of California Class C Driver License. Driving record must be free of multiple or serious traffic violations or accidents for at least two years duration.
- Must be proficient in Microsoft Office products including Word and Excel.