

**SAN LORENZO VALLEY WATER DISTRICT**

**SPECIAL PROJECTS COORDINATOR**

**DEFINITION**

Under direction of the Director of Operations, the Special Projects Coordinator, performs responsible administrative and technical work relative to the operation and maintenance of water and wastewater systems; and performs other related duties as required.

**CLASS CHARACTERISTICS**

This is a single position class for a limited duration. The position is responsible for review, coordination and preparation of administrative, operational, maintenance and procedure manuals and reports relative to the operation and maintenance of water and wastewater systems.

**SUPERVISION RECEIVED AND EXERCISED**

Supervised by: Director of Operations

Exercises supervision over: No supervisory responsibility

**ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):**

Performs extensive research, study and analysis for special assignments relative to the administration, operation, and maintenance of water and wastewater systems as directed by the Director of Operations.

Consult and coordinate with the Director of Operations to ensure overall consistency of administrative and technical plans within the Department.

Review, coordinate and prepare comprehensive internal administrative, procedural, operational, and maintenance manuals and reports relative to water and wastewater systems.

Review, coordinates, update and prepare internal Departmental water treatment plant operations and maintenance manuals.

Review, coordinates, update and prepare internal Departmental water system operations and maintenance manuals.

Review, coordinates, update and prepare internal Departmental wastewater collection, transmission and treatment plant operations and maintenance manuals.

Review, coordinates, update and prepare internal Departmental Emergency Response Plans.

Reviews, coordinates, update and prepare internal water quality sampling and monitoring schedules and plans.

Review, coordinate, update and prepared customer response procedures relative to inquiries regarding water quality, including color, taste, odor, pressure and lack of water; investigates and responds or delegates response to customer.

### **QUALIFICATIONS**

#### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Advanced principles and practices of water treatment and distribution;
- Advanced principles and practices of wastewater collection, treatment and disposal;
- Methods and techniques of water and wastewater sampling and testing;
- Basic chemistry, microbiology and related laboratory sciences;
- Laboratory techniques;
- Safe working practices necessary in working with hazardous materials and chemicals, and confined spaces;
- Principles and practices of electronic and electrical systems used in water and wastewater treatment equipment and hydraulics;
- Applicable local, federal and state regulations affecting water and wastewater treatment, water quality, water distribution and testing;
- Principles of cross connection control.

#### ***ABILITY TO:***

- Read interpret and apply technical material, laws, rules, regulations, policies and procedures, blueprints, diagrams and written correspondence;
- Understand the operation and maintenance of water and wastewater systems; including water treatment facilities, water production and distribution systems, water storage facilities and wastewater collection, transmission, treatment and disposal systems;
- Provide clear verbal and written communications and prepare technical reports and memoranda in a well constructed and concise manner;
- Establish and maintain cooperative working relationships with employees, supervisors and regulatory agencies;
- Understand and carry out oral and written instructions;
- Work independently.

#### ***PHYSICAL AND SENSORY REQUIREMENTS***

- Sufficient eyesight to read fine plans and standard text and data;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use construction tools;
- Ability to lift and carry up to forty (40) pounds of equipment and/or materials on a regular basis and one hundred (100) pounds on an occasional basis;
- Ability to routinely walk on uneven and slippery surfaces;

- Exposure to outdoors, including inclement weather and high noise levels;
- Ability to travel to different sites and locations;
- Ability to reach, bend, stoop or crouch to perform work.

***TRAINING AND EXPERIENCE GUIDELINES***

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

***EDUCATION:*** High school graduation or equivalent is desirable.

***EXPERIENCE:*** Five (5) years of experience as a Water Treatment and System Operator - OR -  
Five (5) years in the operation and maintenance of water and wastewater treatment facilities, including or supplemented by field work in water distribution and including two years in a lead or supervisory position.

***CERTIFICATIONS, LICENSES, AND REGISTRATIONS***

A valid California class C driver’s license must be maintained at all times.

Possession of and continued maintenance of a State of California, Department of Health Services Water Treatment Certificate Grade T3 and Water Distribution System Certificate Grade D4.

Possession and continued maintenance of a Grade I Wastewater Treatment Operator certification from the State Water Resources Control Board is highly desirable.