

**Title:** Water Utility Construction Coordinator  
**PG:** 71  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Water Utilities

**Class Code:** 2153  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible administrative, supervisory level engineering position. An employee in this class is responsible for coordinating, planning, organizing and directing personnel in the review, permitting, inspection and conformance to standards related to construction of new development within the utilities' service territory, and performance of difficult and complex engineering design and construction tasks. Work normally requires cooperation with engineering and technical staff as well as supervising direct reports. Assignments are received in broad outline and require independent organization of work, formulating technical policies within assigned specialty and monitoring work to ensure efficient operation and to meet scheduling. The opportunity for independent judgment in planning the work and making technical decisions is required. Work is reviewed by an administrative supervisor for overall effectiveness and attainment of objectives within the assigned function.

### **ESSENTIAL FUNCTIONS:**

1. Serves as new development coordinator, directing and coordinating engineering programs and division staff assigned to new development projects.
2. Coordinates assigned functions and activities with other city departments and divisions, other governmental agencies, and private consulting engineers and contractors.
3. Provides technical and procedural guidance for work assigned and assigns project responsibility to engineers, technicians and inspectors.
4. Directs work planning, schedules, studies, estimates manpower and budget requirements.
5. Revises design, materials and construction specifications to be used as standards.
6. Directs the assignment and scheduling of Water Line Construction Inspectors.
7. Maintains engineering and permit records of all new development projects, construction data and compliance with regulatory agencies.
8. Supervises direct reports in both new development and capital design projects as necessary.
9. Performs difficult or more complex engineering calculations and computer aided analysis for completion of designs.
10. Communicates and coordinates with developers, engineering firms and contractors to ensure understanding and compliance with City, Department and Regulatory requirements.
11. Serves as the Utilities' representative on various committees and work groups and which address the City of Lakeland's developmental review process.
12. Performs the duties of the Engineering Supervisor during absences.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of engineering principles and practices applied in planning, location and design and as required for carrying out details of standardized design or assigned research.
2. Extensive knowledge of fundamental and applied engineering science.
3. Extensive knowledge of statistical principles, applications and in designing difficult engineering projects.
4. Extensive knowledge of engineering standards and policies applied in review, permitting, inspection and acceptance of water and wastewater utilities constructed for new development.

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5. Skill in making complex engineering computations and in designing water and wastewater engineering projects.
6. Ability to coordinate the work of engineers and technicians in the division assigned to development projects.
7. Ability to supervise and direct the work of technicians and inspectors assigned to the development coordination section.
8. Ability to plan, budget, and direct an engineering project of considerable magnitude.
9. Ability to write technical reports, give reliable advice on engineering problems, prepare specifications and standards.
10. Ability to establish and maintain effective working relationships with associates, consultants, developers, contractors, employees, other City departments and the general public.

**WORKING ENVIRONMENT/CONDITION:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, field of vision, hearing, speaking, and color perception, sense of smell, depth perception and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in electrical, mechanical, chemical or civil engineering, or a closely related field.
2. Five (5) years of experience in engineering work.
3. Two (2) years of experience in a supervisory or administrative capacity.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

**SPEICAL REQUIREMENTS:**

1. Must posses and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director