

WATER/WASTEWATER FIELD COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Water/Wastewater Field Coordinator will be assigned to the Distribution and Collections workgroup of the Water Resources Department. The Water/Wastewater Field Coordinators may assist Field Supervisors with scheduling and coordinating blue stakes and temporary traffic control plans as needed, verifying these activities are complete and in-place prior to commencing project. The Water/Wastewater Field Coordinators inspect the maintenance and repair of the City's water transmission mains, distribution mains, service lines, wastewater collections system main lines, and reclaimed lines; inspect completed work, including Capital Improvement Projects (CIP) and new development construction projects, to ensure projects are completed in accordance with specific plans, specifications and prescribed standards. This class maintains responsibility for multiple project coordination, entering data and analyzing information in the Computerized Maintenance Management System (CMMS) database to ensure the timely maintenance and repair of existing infrastructure, and the preparation of supervisor packets for completion by multiple field crew leaders. Incumbents work closely with the Maricopa County Department of Transportation (MCDOT), Arizona Department of Transportation (ADOT), and the City of Mesa Transportation Department staff to obtain a permits for work being completed in the ADOT or county rights-of-way. Duties include drafting vicinity maps; compiling documentation/specifications associated with a permit application process; and traveling to county offices to submit, sign for, and obtain a permit for work. Incumbents are expected to exercise considerable initiative and independent judgment when preparing and organizing work activities to ensure the safety of the crew and the general public, as well as the effective and efficient utilization of all equipment, materials, and supplies assigned for each work project. This class responds to customer related issues and resolves customer complaints related to water/wastewater issues. The Water/Wastewater Field Coordinators, working with the Superintendent, create and maintain the long-range Master Maintenance Schedule and manage workforce productivity by anticipating and eliminating delays through effective planning and coordination of system outages, manpower, materials, and equipment. This class provides input on employee performance to Field Supervisor and may act as the Water/Wastewater Field Supervisor in their absence. This class performs related duties as required, including responding to after-hours call-out/emergencies, and overseeing/directing maintenance/repair crew activities.

Distinguishing Features: This class is distinguished from other Crew Leader classifications in the Water Resources Department by having limited oversight of Water Distribution and Wastewater Collection crews. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving maintenance and repair related problems to ensure efficient, effective use of assigned equipment and manpower. Use of appropriate safety equipment and procedures is required in completing assignments. This class observes a variety of department and other development related construction projects ensuring that projects meet appropriate City of Mesa and industry standards. This class is expected to understand and use the CMMS databases to capture and analyze information related to the maintenance of water/wastewater system. Incumbents are subject to 24-hour emergency call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to five years' full-time employment in the construction, maintenance, and repair of underground water or wastewater systems, plus at least one year of lead experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Must possess a Grade II (or higher) Water Distribution Operator or Wastewater Collection Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within 3 months of hire or promotion. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must possess a valid Arizona Class A Commercial Driver's License (CDL) with Tanker endorsement and no Air Brake Restrictions by hire date (*by assignment*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures. This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 CFR Part 382 (*by assignment*).

Preferred/Desirable Qualification. Experience with database management and project management is highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communications: Communicates with contractors, developers, engineers, inspectors, other City employees, outside agencies, vendors, etc., in order to coordinate utility repair and maintenance projects, resolve related problems, and provides project status and updates to Water Resources administrative staff. Prepares written reports, recommendations, and correspondence. Provides verbal or written input to Water/Wastewater Field Supervisors for performance appraisals. Communicates with the public in order to prevent, resolve, or minimize the impact of utility problems.

Manual/Physical: Operates motor vehicles requiring a valid Arizona Class A CDL, such as a crew truck (with trailer carrying heavy equipment), dump truck, backhoe, or service truck (*by assignment*). Performs field inspections of job site conditions, work crews, and equipment in order to ensure compliance with the ADEQ, Maricopa County Standards, and other regulating organizations. Reviews the work products of others to ensure water distribution and/or wastewater collection system equipment is installed, repaired, and maintained in compliance with City of Mesa and standard operating procedures. Detects traffic sounds when working near moving traffic, and backup warning devices on moving equipment, sirens, etc. Attends Occupational Safety and Health Administration (OSHA) competent person training for overseeing activities with asbestos containing materials and implements operating procedures for subordinates. Operates a variety of standard office equipment, including a computer to perform tasks such as data entry, copying, word processing reports, etc. Prepares and/or

updates maps, schedules, graphs, or similar charts in order to communicate to management. Works around or uses potentially hazardous materials requiring the use of specialized equipment. Meets scheduling and attendance requirements.

Mental: Plans, schedules, directs, prioritizes, and evaluates the activities of personnel engaged in the installation, maintenance, repair, and servicing of water mains, services, valves, and fire hydrants and wastewater collection infrastructure. Evaluates the work of field crews and provides feedback to Water/Wastewater Field Supervisors. Uses CMMS databases to track and schedule activities for repair and maintenance. Comprehends and makes inferences from written material. Analyzes utility problems and determines corrective actions. Works closely with the Water/Wastewater Field Supervisor in reviewing reports and documents for adherence to plans, specifications, and policies and participates in special studies relating to the operation and evaluation of the water distribution and Wastewater collection systems. Ensures accurate information is entered into CMMS databases. Comprehends and analyzes water system information including reports, Electronic Mapping System viewer, maps, and quarter sections to: make decisions regarding which valves to open and close and the impacts on the system; trace valve isolation requirements and impacts; understand zone boundaries and zone interactions; direct pressure reducing valve operation and settings; and know normal operating pressures for all parts of the City within each zone. Participates in the long-range planning and design of water infrastructure replacement and maintenance projects. Coordinates work activities and program functions with other City departments. Performs mathematical calculations. Comprehends and makes inferences from written material in order to prepare reports. Understands and/or interprets blueprints, schematic drawings, and layouts. Learns job related material through on-the-job training or in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the methods, policies, and procedures involved in City of Mesa purchasing of materials, supplies, equipment, and services;

tools, equipment, materials, and supplies needed for installing, maintaining, and repairing water lines, services, etc.;

methods and procedures used in water distribution, water supply or wastewater collection, system work; procedures for installing, maintaining, and repairing water mains and services and water valves and fire hydrants, wells, booster pump, pressure reducing valves, and reservoirs;

City ordinances and federal, state, and county rules and regulations applicable to water distribution or wastewater collection systems;

Arizona Blue Stake law;

occupational hazards and safety equipment and procedures used when working on and around various utility lines;

traffic control procedures and practices utilizing barricades and traffic cones;

basic backhoe and related equipment operation procedures;

federal, state, county and municipal rules, regulation, and ordinances pertaining to water distribution or wastewater collection systems;

personal computer (PC) programs used to create documents and input and track data;

PC based word processing, spreadsheet, and database programs; and

principles and practices of employee supervision, evaluation and training.

Ability to:

coordinate the planning and preparation of construction projects, including in the installation, maintenance, and repair of the City's water supply facilities and water or wastewater collections systems by determining priorities, scheduling projects, obtaining necessary materials and equipment for the project, and assigning projects to specific crews based on expertise of crewmembers and type of project to be completed;

supervise the work of several projects by visiting the work site, inspecting the work in progress or the completed job, discussing problems encountered or anticipated with crew leader, determining procedures to resolve unusual problems, and noting observed job quality and work habits of crew members;

establish and enforce work standards and operating procedures to ensure that jobs are completed in a timely manner and in conformance with established specifications, industry regulatory requirements, and safety practices and procedures;

administer department work orders to manage cost for maintenance installations and repairs;

notify customers and affected parties of the nature, duration, and cause of water or wastewater service interruption, answering questions, and resolving customer problems or complaints;

prioritize work projects based on severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors; prepare clear and concise written reports of work completed and/or problem encountered;

establish and maintain effective working relationships with contractors, subordinates, other City employees, and the general public;

prepare and submit changes to as-builts, valves, and fire hydrants to engineering and Geographic Information Systems (GIS) for updating databases;

ensure field crews are entering information on a daily basis into water distribution system databases including valves, fire hydrants, and line break history; and

establish and maintain effective working relationships with City officials, City employees, and members of the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 53-200

PAY GRADE: 49

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