

# **TOWN OF EAST LYME WATER & SEWER DEPARTMENT**

## ***Job Description: Utility Project Coordinator***

**NATURE OF WORK:** The Utility Project Coordinator is responsible for oversight and coordination of water and wastewater improvement and rehabilitation projects for the East Lyme Water & Sewer Department. This position works closely with the Utility Engineer, department personnel, consultants, engineers and contractors to ensure the proper completion of projects. The Utility Project Coordinator exercises considerable discretion for independent decisions based on technical and/or professional knowledge. This is a non-union, full time (37.5 hrs per week), exempt position.

**SUPERVISION RECEIVED:** The Utility Project Coordinator works under the direction of the Utility Engineer.

**SUPERVISION EXERCISED:** The Utility Project Coordinator provides general supervision to departmental personnel assigned to him/her as needed.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

- Provides daily oversight, development and management for Departmental water and wastewater projects
- Develops and implements a meter replacement program for the Town of East Lyme; including drafting regulation changes, overseeing funding, developing plans and specifications, bidding, project oversight, and inspection
- Assists the Utility Engineer in the prioritization, development and implementation of other capital projects
- Coordinates preconstruction & progress meetings for ongoing utility projects
- Assists the Utility Engineer with drafting specifications for technical studies by consultants and assists in the selection of such consultants.
- Reviews designs, reports, and proposals from outside consultants
- Assists the Utility Engineer with preparation, renewal, and maintenance of all permitting associated with the Water and Sewer Departments (i.e. DEEP, DPH, EPA, etc.)
- Helps prepare reports for compliance with regulatory agencies (i.e. Diversion Permit Annual Reporting, Consumer Confidence Reports, etc.)
- Meets with consultants, contractors, state agencies, and Town departments with regards to water and wastewater projects and/or issues
- Assists with reviewing development plans for compliance with Departmental standards.
- May act as design engineer for some water and sewer projects
- May be asked to do utility mark outs when needed
- May attend Water & Sewer Commission meetings as needed
- Performs related duties as required
- Participates in professional organizations to keep current on water and wastewater standards

**\*\*\*\*\*The duties listed in the examples of essential job functions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position\*\*\*\*\***

## **QUALIFICATIONS PROFILE**

### **Knowledge, Skills and Ability**

- Working knowledge of the practices, designs and techniques of water and wastewater work
- Working knowledge of the materials, supplies and equipment used in water and wastewater projects
- Working knowledge of the occupational hazards and safety precautions associated with Water and Sewer Department work
- Working knowledge in the design of water and wastewater systems
- Working knowledge of Word, Excel, Outlook, AutoCAD and Microsoft operating systems
- Ability to provide effective written and verbal communication to departmental staff, consultants, and contractors
- Ability to work in a fast-paced environment and juggle multiple priorities
- Ability to track projects and permitting efficiently
- Ability to exercise discretion in handling confidential information
- Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe and effective performance of the job
- Ability to carry out assigned projects to their completion
- Ability to work independently in a responsible manner utilizing independent judgment
- Ability to follow directions
- Ability to establish and maintain appropriate working relationships with departmental staff, outside agencies, contractors, other departments, subordinates and the public
- Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress
- Ability to be available for work outside normal working hours
- Regular attendance is a requirement of this position

### **Experience, Licenses, Certificates & Training**

- Graduation from High School, Vocational School or equivalent required
- Bachelor's Degree in Civil Engineering preferred
- Professional Engineer License and/or Engineer in Training preferred
- Minimum three to five years of water and sewer engineering experience required
- Connecticut Driver's License required
- Criminal background and driving record checks required prior to employment
- Means of transportation to and from work

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to operate a motor vehicle. The employee may be required to sit, stand and walk for prolonged periods of time. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions as well as the office. The employee may work near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually quiet while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Examples of Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.\*\*\*\*\***