



Development Coordinator I

Department/Division:	Engineering
Reports To:	Senior Engineer
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under close supervision to provide administrative and technical support to the business community, homeowners, contractors, developers, and District staff; this is an experienced working level position for performing the full range of duties, including but not limited to: processing applications for new water service connections; reviewing development plans; calculating, preparing, and reviewing service fee estimates; assisting the public by explaining District policies, procedures, and requirements; processing fee payments; coordinating activities with internal staff and external agencies; researching land and service connection records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level in the Development Coordinator classification series. Incumbents learn and perform routine work in assigned areas. As an incumbent gains experience, assignments become more varied, complex and difficult. As an incumbent demonstrates the required skills and ability, the work is reviewed less frequently and is performed independently. The Development Coordinator I is distinguished from the Development Coordinator II in that the Development Coordinator I exercises less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes to procedures are explained in detail as they arise.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

- Provide courteous and expeditious customer service to the general public and District staff;

- Receive, review, and interpret application submittals, including site, sewer, storm drain, grading and water plans for completeness and conformance with established policies, standards, rules and regulations.
- Research, interpret and apply data from office engineering records or field verifications.
- Explains application submittal documentation, administrative and technical requirements, district policies and procedures, regulatory requirements, processing status, test results, documentation deficiencies, and related information to applicants and/or designated representatives.
- Research and reviews real property, service connections and related records; maintains and updates records; performs related administrative functions and assists in preparation of reports as required.
- Utilizes enterprise Geographic Information System(s) (GIS) to research and reference facility information into project-specific development applications and provide/calculate basic static pressure information related to specific service connection requests.
- Calculates and assesses development fees-for-service, financial participation charges (i.e. connection fees), and other project-specific fees in accordance with established fee structures, policies, and protocols.
- Coordinates community development activities such as plan checking, meter installation, service and facilities construction, and inspections with other departments; logs, routes, and receives necessary documents for review and action.
- Reviews contractors' insurance certificates and communicates corrections needed to comply with insurance requirements.
- Prepares, formats, edits, revises, proofreads, and prints staff reports, agreements, fee estimates and other specialized documents; composes routine customer correspondence.
- Represents the District with utilities, cities, engineering firms, contractors, developers, and manufactures; coordinates projects with other agencies;
- Operates District vehicles;
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Principles and practices of civil engineering and other engineering disciplines used in the utility industry.
- Engineering economics and cost estimating.
- General land planning, plan checking, and construction-related methods, processes, and terminology.
- Methods and techniques of reviewing and interpreting parcel maps and legal property descriptions.
- General research and report writing methods.
- General understanding and utilization of GIS systems and tools.
- Knowledge of water utility fee structures and cost service methods applicable for new development.
- Construction management and inspection methods.
- Development agreement and contract methods for design and construction of water utility infrastructure.

- Laws, regulations and standards applicable to new development and water utility facilities.

Ability to:

- Coordinate multiple, complex development projects and plan reviews and establish compliance with District standards, development and financing agreements, and applicable laws/regulations.
- Understand property rights, legal agreements, and construction financing.
- Develop and coordinate water utility infrastructure plans, including hydraulic requirements and to coordinate engineering designs with other staff and external consultants/developers.
- Prepare clear and concise correspondence, reports, studies, memoranda, ordinances, resolutions, and other written materials.
- Interpret and analyze technical information and make independent judgements.
- Apply civil and engineering principles and practices to resolve complex and difficult problems.
- Perform plan reviews and plan checks of design plans for water infrastructure; adhere to and comply with safety standards and the proper use of safety equipment.
- Safely operate a District vehicle and maintain driving record acceptable to the District's insurance carrier.

Minimum Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

Equivalent to a high school diploma or GED. College level coursework and/or training in records management, business writing, engineering or a related field is desirable.

And

Experience:

Two (2) years of increasingly responsible experience in a customer service setting and/or performing technical tasks in a municipal planning/development environment or public water utility agency.

Licenses, Certificates and Special Requirements:

Possession of a valid, Class "C" California Driver's License, acceptable driving record.

Desirable Certificates

Possession of SWRCB Certification as a Water Distribution Systems Operator and/or Water Treatment Operator.

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this class, the employee is constantly required to sit and regularly to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries objects weighing up to 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT