

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Public Works & Utilities Coordinator

Pay Class: 29 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Assistant City Manager, manages utility compliance programs, ensures communication and coordination between Public Works & Utilities and related contractors or vendors, provides subject matter expertise in a variety of fields, and helps support the formation and implementation of various policies and procedures related to Public Works and Utilities Department.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

MINIMUM QUALIFICATIONS

- Works with the Assistant City Manager in the development and preparation of the annual budget for public works and utilities.
- Under direction of the Assistant City Manager, draft, implement, maintain and train staff on policies, procedures, programs (general and safety), and best practices relevant to the functions of Public Works and Utilities.
- Coordinate efforts of Admin, Public Works, Utilities, contractor, and vendors to ensure a free flow of information between all involved parties in regard to project planning, information gathering, or procurement of resources.
- Coordinates the procurement of professional services, selection criteria, bid proposals and competency of contractors. Monitors consultant work to ensure quality and compliance with time and budget parameters.
- Independently provides subject matter expertise, technical assistance and information to Utilities staff and certified operators, public health professionals, local health jurisdiction staff and City management.
- Administers the City's Construction Meter Program, Adopt-A-Spot Program.
- Responsible for updating the Public Works and Utilities webpages on the City's website and other related social media.

- Assists the Assistant City Manager in updating the Capital Improvement Program and other plans involving municipal infrastructure.
- Helps in the coordination of capital improvement projects.
- Responsible for USBR water accounting and monthly water management.
- Performs other duties as assigned.

NATURAL GAS

- Responsible for CFR 49 Part 192 compliance with PHMSA and the CPUC regarding the safe operation of a natural gas pipeline system. This includes, but not limited to, ensuring annual pipeline activities take place in a timely manner, maintain records of annual pipeline activities, facilitate and coordinate trainings, review procedures, equipment, technology, and best practices and make changes that are pertinent to maintaining a safe pipeline system, and facilitate audits as requested by PHMSA.

CROSS CONNECTION PROGRAM

- Plans, Coordinates, and administers the City's cross connection control program compliant with Title 17 & Title 22.
- Coordinates Cross Connection Control Program activities with other City departments and outside agencies.
- Ensure yearly inspections of commercial and industrial related backflow assemblies, ensure yearly inspections of city owned backflow assemblies
- Perform cross-connection surveys of commercial, industrial, and public water consumers, perform plan checks of new construction to ensure compliance with our cross-connection control program, and maintains records of cross connection related activities. Consults with property owners and contractors to explain cross connection control requirements. Issues warnings to customers as necessary.
- Trains staff on proper procedures for inspecting backflow prevention devices during routine meter reading. Demonstrate various types of backflow prevention devices and instructs staff in recognizing cross connections and device failures.
- Prepares and maintains records and files including field test data, surveys, cross connection locations, approved backflow assemblies. Maintains a log of customer contacts and inspections.
- Composes correspondence, prepares forms and writes reports relating to the Cross-Connection Control Program.
- Conducts cross connection surveys of new construction and existing facilities to determine cross connection hazards and determines the degree of hazards and the appropriate devices required to protect the public water supply; performs initial backflow inspections and tests devices on newly constructed facilities; performs follow up tests on suspect devices to ensure continued compliance.
- Ensures assembly owners are notified of upcoming inspection deadlines.
- Regularly inspects, tests and maintains City owned backflow prevention assemblies.
- Prepares cost estimates for assigned projects.
- Requisitions and purchases materials and supplies.

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: High School diploma or equivalent.

Experience: Two (2) years of increasingly responsible experience in public works maintenance and repair work, and public works technology programs, or two (2) years of experience performing duties comparable to Maintenance Worker I in the City of Coalinga.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Required: D2, OQ Level 2, Backflow Tester and Cross Connection Specialist. Desired: D3 and NACE CP1.

Other: Must be a U.S. Citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: It is the responsibility of the employee to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will cover the costs associated with the renewal and Continuing Education Units (CEU) expenses.

KNOWLEDGE, SKILLS AND ABILITIES

- Remain knowledgeable on relevant and emerging technologies, procedures, and functions of a natural gas pipeline system.
- Remain knowledgeable on relevant and emerging technologies as they relate to SCADA, GIS, workflows, data collection, and user administration.
- MS Office Suite
- Remain knowledgeable on relevant and emerging technologies, procedures, and functions of a water distribution system and subsequent appurtenances.
- PDF creation (forms, document generation)
- Databases (SQL, Excel, Access, Tyler Incode, and etc.)
- CMS (content management system)
- Windows 10 Configuration
- Networking

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable

accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit, walk on slopped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date