



Fair Oaks Water District Job Description

Project Administrator

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Engineer
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: September 12, 2024
ANNUAL SALARY RANGE: \$72,092.80 to \$97,344.00
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job

Under general direction of the Engineer, this position inspects the maintenance, repair, and construction of the Fair Oaks Water District (FOWD) water system and facilities; performs administrative duties to ensure execution of developer-initiated projects; performs a variety of engineering support; answers public inquiries regarding field service location, fire flow information and FOWD plan specifications; drives and operates vehicles.

Essential Functions

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs inspections on installed water distribution facilities and appurtenances; prepares written daily inspection reports describing results of each inspection; performs and/or documents testing of new water system installations (e.g., water main pressure testing, water quality testing, etc.); coordinates shutdowns and tie-ins for new construction activity; submits progress report of work completed during the month to supervisor.
2. Reviews and provides recommendations for field changes and change orders for new business jobs and capital improvement projects; maintains a log of field changes, change orders and communication with contractors.
3. Assists in administering new business and capital budget projects; assists in the review of preliminary designs for constructability; attends pre-construction meetings; monitors site conditions; ensures project compliance with plans, standards, and specifications.
4. Advises supervisor when work does not meet plans and specifications; resolves conflicts between design and actual field conditions; meets with contractors and members of the public.
5. Maintains a variety of files and records in accordance with policies and procedures; maintains as-built notes and conditions and coordinates transfer of data to original drawings; makes a job completion report and completes required paperwork for job closing.
6. Prepares estimates of applicable FOWD fees; collects required deposits and tracks payments against work completed.
7. Assists with preparing and reviewing drawings, maps, plans, and specifications.

8. Reviews legal descriptions of property bounds; aids in processing and recording easement and grant deeds.
9. Utilizes and helps maintain the FOWD electronic and paper records, GIS, and CAD systems.
10. Reviews engineering plans submitted by developers, contractors, and/or consultants for conformance with FOWD standards.
11. Builds and maintains positive working relationships with co-workers and the public.
12. Works overtime as required and approved with additional compensation.
13. Adheres to all policies, procedures, and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. Provides general administrative and staff support.
2. Performs field survey work when required: may meet with customers, developers, contractors, and engineers; establishes and maintains lines of communication with customers, contractors, consultants and inspectors.

Job Standards/Specifications

Knowledge of:

- Construction safety laws, rules, and regulations.
- Principles of bidding and contracting for public construction, including contract change orders and amendments.
- Methods and techniques of conducting site and field investigation.
- Principles and practices of project management and construction administration.
- Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of projects, particularly with technical field issues.
- Principles used in the design of water systems.
- Methods and techniques of engineering plan review and analysis.
- Water quality regulations and requirements.
- Microsoft Office software and software programs for project management.
- Standard business practices such as letter writing, report writing and preparing informational presentations.

Ability to:

- Effectively communicate verbally, in writing and electronically.
- Interpret designs, plans, and understand construction specifications.
- Create improvement plans for the construction of water infrastructure.
- Review, interpret, analyze, and modify engineering plans, drawings specifications, contract documents, and engineering reports for conformance to FOWD standards and approved budgets.
- Maintain detailed project management records and documentation.
- Create professional written technical reports.
- Explain regulations, policies, and procedures to others.

Typical Physical Activities

- Travel regularly by vehicle.
- Exert physical effort in moderate work involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.
- Differentiate between and perceive color, sound, smell, taste, texture, and form.
- Operate a variety of automated office machines.

Environmental Factors

- Work both indoors and outdoors, during all types of weather.
- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in temperatures above 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.

Desired Qualifications

- Minimum four years of technical experience related to civil engineering and construction management.
- Minimum of a bachelor's degree from an accredited college or university with major course work in civil engineering, construction management or related field.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- California Certified Water Distribution Operator Grade II or ability to obtain within one year of employment.
- California Certified Water Treatment Operator Grade II or ability to obtain within one year of employment.
- Graduation from high school or equivalent.
- Valid California motor vehicle operator's license.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read, and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____