



MARIN MUNICIPAL WATER DISTRICT

PROJECT COORDINATOR

DEFINITION

Under direction, leads and participates in the District's coordination of contractors working on watershed maintenance, water infrastructure repairs, vegetation management, prescribed fire management, roads and trails, erosion control, and habitat restoration projects; coordinates contractors and field crews; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent coordinates contractors, coordinates field work and tracks project activities using SAP and other database systems. This class includes field oversight of the district's professional service contracts and construction contracts. Incumbents are expected to provide field direction for projects, train contractors and District workers, apply safety regulations to work assignments, track project budgets, and prepare and maintain written documents.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Coordinates contractors, employees, consultants, probation department crews, and volunteers working on District projects;
- Completes project mapping activities for facilities and natural resources using a global positioning system (GPS) and enters data into geographic information system (GIS);
- Develops and maintains SAP work orders for District projects, tracks project budgets, and develops annual project reports;
- Carries out technical watershed surveys to delineate project boundaries, collects natural resources data and map avoidance areas;
- Assists with project contract administration including development of construction documents, scopes of work, budgets and outcomes for small projects;
- Coordinates and tracks the implementation of best management practices and environmental compliance measures; oversees consultants work on pre and post project surveys, develops compliance maps to guide project implementation, and prepares annual reports to comply with regulatory documents;
- Reviews contractors work on defensible space around facilities and leased properties;
- Coordinates land use agreements to facilitate PG&E's contractors work on infrastructure on District lands;
- Purchases, maintains, operates, and repairs various gas powered tools;

- Keeps current with fire management, natural resources management, construction management, and other resource management techniques through training courses and workshops;
- Prepares weekly and monthly project schedules for tasks to be completed by contractors, consultants and District crews;
- Works with stakeholders, customers, and watershed users to communicate project objectives;
- Prepares monthly reports for project activities, establishes photo monitoring points for projects, conducts post-project inspections, and develops project reports;
- Works with crews, performs the more skilled work and operates tools when necessary; may perform other duties described in the Maintenance Worker II or Utility Worker II job descriptions.

In addition to the duties listed above, incumbents assigned to this classification may perform other watershed duties as needed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, techniques and practices of water infrastructure construction, and watershed and wildland resource management;
- Principles, practices, techniques and equipment used in roads, trail and facility maintenance and construction;
- Principles and practices of proper infrastructure repairs, erosion and sediment control techniques associated with trail and road repair and construction;
- Principles and practices of contract administration, purchasing and procurement, and budget administration for small projects;
- Principles, practices, techniques and equipment used in fire prevention and control; and practices of supervision and training;
- Construction drawings, maps, specifications, permits, and monitoring requirements relevant to watershed resource programs;
- Public outreach and stakeholder engagement proceedings; and
- Safety practices, techniques and guidelines associated with fire construction and maintenance.

Ability to:

- Provide functional technical training to contractors, employees and volunteers;
- Plan, organize, and coordinate his/her own work and the work of contractors, consultants and District field crews;
- Estimate material and equipment needs for construction and maintenance projects;
- Perform manual labor for extended periods;
- Understand and carry out written and oral instructions;
- Read and understand maps, blueprint, diagrams and landscape drawings;
- Maintain accurate and legible records using computers as necessary;
- Work cooperatively with others;

- Observe safe working practices and safety requirements;
- Operate a pickup truck and crew van safely on fire roads in difficult mountainous terrain;
- Identify common exotic and native and invasive plants found on the watershed and at project sites;
- Ability to drive and operate a 4WD vehicle in off-road conditions;
- Travel to off-site work locations depending upon job assignment; and
- Operate computer applications using word processing, project management, SAP, GIS, and other database software.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree from an accredited college or university with major coursework in water resources management, planning, project management, environmental studies, natural resources management, forestry, wildlife management, or a related field; and two years demonstrated experience in construction management and/or natural resources management;

OR

- An Associate's degree from an accredited college with major coursework in construction management, project management, or natural resources management or a related field; and three years of demonstrated experience in natural resources project management and/or construction management.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Willingness to wear prescribed uniform and wearing protective clothing;
- Work on an "on call" basis for emergency situations;
- Alternate work schedules and overtime as necessitated by changes in operating conditions;
- Ability to use personal computer and global positioning system.

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field, the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds, occasionally lift 50 to 75 pounds and occasionally lift material or operate tools weighing 75 to 110 pounds such as the operation of a jackhammer. This position requires that the employee demonstrates adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color-coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in The noise level in the work environment is moderate to loud noise, temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: August 2020
Approved by: Human Resources Manager