

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**PROJECT DEVELOPMENT COORDINATOR**

**DEFINITION**

Under general direction of the Director of Water and Wastewater Resources, performs a wide variety of coordinating activities associated with development review, capital project planning and implementation, construction project compliance, City issued permit approvals relating to water and wastewater systems, and performs other duties as assigned.

**EXAMPLES OF DUTIES**

Monitors and coordinates wide variety of aspects associated with water and wastewater operational and maintenance delivery systems. Organizes, coordinates and follows up on inquiries from the public. Coordinates Capital Projects, conducts development reviews, enforces conditions of approval, maintains adherence to adopted Standards and Specifications, and compliance with City issued permits. Upgrades maps, documents and modifies procedures and records, both written and computerized, regarding infrastructures and facilities. Writes purchase or construction specifications, performs inspections, and manages capital improvement projects. Collects, organizes, analyzes and reports data on issues affecting water or wastewater system operations. Assists others on assigned projects including outside consultants. Prepares alternative analyses, risk assessment and financial impacts for consideration and decision by others. Uses computers, iPads, and other City issued electronic record keeping devices. Supervises, mentors, and performs evaluations of assigned staff.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principals and practices of pipeline hydraulics, including pump selection; mathematics through trigonometry; construction management inspection principles and safety practices; plans, specifications, reports, budget principals, and other documents used to design water or wastewater facilities.

**Ability to:** Understand drawings, blueprints and manufacturer's documentation; perform precise work and prepare specifications, simple diagrams, standard operating procedures and accurate reports; analyze, interpret and respond to inquiries regarding departmental operations; act decisively and in a timely manner; safely carry out oral and written instructions; work independently;; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner

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to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three years experience in technical office work performing duties related to design, inspection or operational analysis of public improvement projects. College-level engineering coursework may be substituted for the required experience on the basis of thirty semester units or forty-five quarter units per year of experience up to a maximum of two years.

**Education:** Graduation from high school or equivalent.

**Physical Requirements:** May use computers for extended periods, or climb ladders, enter tunnels, tanks, excavations and confined spaces, and work in adverse conditions which require protective garments and/or exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

**License:** Possession of a current Grade 3 Distribution System Operator License from the Department of Health Services and a Grade 3 CWEA Collections System Operator certification or the ability to obtain within 12 months Possession of valid Class C California Driver's License.

R: 12/2016