



WATER DISTRICT NO. 7
JOHNSON COUNTY, KANSAS
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Project and Operations Coordinator

Position Title: Project and Operations Coordinator
Reports To: District Manager
Salary Range: Hourly \$24.05 - \$36.05, FLSA Non-Exempt
Other: KPERS, 457b & 401a, Health Insurance, Paid Holidays & Vacation

(See note below in 'How to Apply' for Preferred Review Deadline)

Job Summary:

Under the general supervision of the District Manager the position performs technical work related to capital project planning; project inspection and oversight; District maintenance activities; GPS/GIS mapping; contract administration; and general operational duties as directed.

Job Scope:

The Project and Operations Coordinator is a critical and highly visible position that will provide professional, analytical, operational and technical support to the District Manager. Candidate will be responsible for planning, scheduling and oversight of construction and maintenance projects, inspections, and operational activities necessary to meet the responsibilities of the Water District.

Essential Duties and Responsibilities:

- Project Planning and Oversight to support the construction, installation, repair and maintenance of water systems. Assists with all phases of work for maintenance and construction projects, including, but not limited to the following: establishing project corridors; determining installation needs and sizing; property owner research; easement review and acquisition; plan design review; construction contract review; construction oversight and inspection; field notes; conformance to standards and specifications; pay estimates; construction and property owner meetings; substantial and final completion; punch lists; and other miscellaneous tasks associated with JO7 projects. Review plans, design drawings and specifications for new developments, improvement projects, reviews engineering studies, reports and cost estimates. Assures compliance with District standards and specifications.
- Plat review for conformance with all District requirements regarding system size, location, and easement requirements.
- Program, Plan and Project Coordination: Works with the District Manager to implement programs and projects aimed at achieving long-term objectives. Assists in the overall planning, organization and management of all aspects of new or existing operations. Includes monitoring and reporting required for JO7's Cross Connection Control Program, Valve-exercising and flushing program, fire hydrant maintenance program, Site Sampling Plan and coordination of all sample collection. Updates and maintains the Emergency Response Plan and responds to emergencies as needed.
- Operational Data Analytics: Compiles information and reports including: water use; sales records; water loss; system demands; water quality; chlorine residuals and other testing parameters related to water quality; water source contract limits, transported supplies; provides water use and other reports to District Manager for review.
- Asset and Inventory Management: Coordinates and manages an inventory and material procurement system.
- Quality Assurance (Inspection) and Control: Regularly inspects work sites to ensure progress and compliance with standards of quality, contract terms and conditions.

Water District No. 7 Position Description – Operations and Project Coordinator

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- Maintains cooperative relations and coordinates with peer agencies and other departments. Attends meetings, conducts research, compiles information, completes special projects and various reports, and makes presentations.
- Communicates Effectively: Ongoing coordination and communication with the District Manager to ensure coordinated work assignments and project planning related to the operation, maintenance and construction of water systems.
- Attends conferences, training, and seminars as deemed necessary.
- Service Coordination: Meets and confers with the customers, developers, and contractors in regard to service issues for proposed development or problems with service relating to development.
- Assist GIS Consultant with GPS maintenance and data collection; Track and note all GIS updates and GIS needs for JO7; Coordinate GPS collection with JO7 Operators; modify JO7 maps based on GPS points collected; Data-tracking from GIS model.

Education and Experience Requirements:

Minimum of five years of construction, utility (water preferred), planning and project management experience. Comprehensive knowledge of the principles and practices of water main design and some technical specifications, in the operation and maintenance of a water distribution system. Thorough knowledge of materials, equipment, processes, and techniques used in the planning, construction, operation and maintenance of a water distribution system. GIS software experience preferred.

Skills, Knowledge and Abilities:

Thorough knowledge of reviewing plats and utility drawings; Ability to concisely communicate industry, regulatory, and JO7 standards and requirements firmly, tactfully, and impartially with contractors, design firms, and customers. Ability to exercise independent and logical reasoning and judgment when performing work tasks or communicating with others. Effective project management skills including identifying tasks, schedules, coordinating with all involved parties to meet deadlines and budgets. Ability to operate a computer and enhanced software (ArcMap). Familiarity with word processing and spreadsheet applications. Enhanced verbal and written communication skills. Ability to maintain accurate records, schedule and track ongoing/annual tasks and requirements, manage/coordinate work to meet schedules/deadlines, and create reports. Good mathematical skills. Skills in evaluating computations, estimates, designs, plans and specifications. Ability to establish and maintain effective working relationships with other employees and the general public. Knowledge and consistent use of safety regulations and practices.

Tools and Equipment Used:

Personal computer, spreadsheet applications; telephone; copier; application software related to GPS/GIS, and vehicle.

Physical Demands:

This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, and the ability to work safely in hazardous situations.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; drug screen; and background checks are required.

How To Apply:

A cover letter, resume and three professional references should be emailed to RR Municipal Advisory Services, to the attention of Leslee Rivarola at rrmunicipaladvisory@gmail.com. Please, no phone inquiries to Water District No. 7.

Preferred Review Deadline:

Resume review will begin June 16th, 2017 and preference will be given to resumes submitted by this date. The position is open until filled.