



## UNION JOB DESCRIPTION

**TITLE: Water Crew Coordinator**

### DEFINITION:

Works as part of the District's Water Utility team to help plan, permit, prioritize, schedule, and dispatch preventative/corrective maintenance, inspections, locates, and daily customer service oriented duties as assigned. Ensures work is performed efficiently and complies with District construction and safety standards, as well as all applicable state, federal, county and city regulations. This position is under the direct supervision of the Water Superintendent.

### DISTINGUISHING CHARACTERISTICS:

The Water Crew Coordinator classification is distinguished from the Water Foreman by increased responsibility for coordination of work and customer service. Performs the duties of Water Foreman when not performing Water Crew Coordinator duties and/or in emergency situations. The Water Crew Coordinator must be available for regular duties (i.e. planning and scheduling O&M work) and cannot take overtime call-outs if the call-outs interfere with those regular duties.

Incumbents in this classification assigned to the Lake Stevens Water Operations headquarters are required to establish their residence so they will be able to report to work within thirty (30) minutes after being called.

This is a bid classification subject to CBA article 6.3.4.

### BASIC RESPONSIBILITIES:

1. Works closely with Water Superintendent and Water Administrative staff to help prioritize, schedule, and dispatch Water O&M work in the District's scheduling system.
2. Meets and confers with stakeholders (including, but not limited to, contractors, developers, state, county, and city officials, and customers) to help schedule work assigned to Water O&M staff; responds to customer inquiries and complaints; responds to emergency situations and troubleshoots problems and projects.
3. Coordinates with appropriate water utility staff to obtain all required permits (including, but not limited to, right of way, traffic control plans, and storm water pollution prevention plans). Work with Water Superintendent and Water Administrative staff to reschedule work as necessary, if required permits are not received by the date the work was originally scheduled to be performed.
4. Works collaboratively with Water Foremen to resolve issues encountered in the field and ensures Water Foremen are aware in advance of any issues or concerns related to completion of the work.
5. Coordinates procurement of contracted services, non-stock materials, equipment rentals, and assistance from Electric staff as it relates to work assigned to Water O&M staff.
6. Assists Water Foremen and crew members as issues arise on assigned work.
7. Reviews performance of work in relation to expected estimates and coordinate with Water Superintendent and Water Administrative staff to adjust preventive maintenance plans.
8. Notify the Water Superintendent if performance does not meet a reasonable standard for the work being completed.
9. Ensures all special tools, equipment, and PPE is available for the scheduled Water O & M work.
10. Performs standby and other duties as assigned.
11. Follows applicable safety rules contained in the District's Accident Prevention Manual and applicable OSHA/WISHA safety rules and regulations.

12. Works closely with the District's Water Engineering and Administrative staff to ensure that the appropriate as-builts, inspection notes, and files are incorporated into the District's GIS system and main filing system for work performed by Water O&M staff.

#### OTHER RESPONSIBILITIES:

1. Performs all of the Water Foreman job duties as needed.
2. Participates on the Water Standards team;
3. Protects against damage to public and private property during water system construction and maintenance, whenever possible, by ensuring crews have all necessary permits, tools, vehicles, etc. to complete work as scheduled.
4. Continues the ongoing effort to streamline and make more efficient the work completed by the Water O&M staff.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of:

- Practices, procedures, policies and agreements of the District (including but not limited to directives, construction standards, Collective Bargaining Agreement, crew structure, etc.).
- Tools, materials, and equipment of the trade.
- CPR, First Aid card, current Asbestos Pipe removal requirements.
- Various forms, reports, time slips, and how to complete them.
- District Accident Prevention Manual and appropriate OSHA/WISHA rules and regulations.
- Existing Water infrastructure, roads, and areas in Snohomish County enabling travel from job site to job site in the most expeditious manner possible.
- Applicable technology (both hardware and software)

##### Ability to:

- Interact and communicate effectively with customers, government officials, contractors, and District employees as necessary to complete assignments.
- Identify, analyze, and resolve problems.
- Direct the work of others.
- Apply applicable District policies, procedures, directives and agreements.
- Read and interpret work sketches and plans to ensure work is done per District and jurisdictional standards.

##### Education/Experience:

- Water Distribution Specialist – Level 5 or greater or equivalent.
- High School Diploma or equivalent.
- Six (6) years of Water Works experience with three (3) years of lead or supervisory experience or construction management experience.

##### License, Certification and/or Testing:

- Successful completion of an interview process.
- Valid Washington State Commercial Driver's License (Class A) within 6 months from job start date.
- First Aid & CPR certification required within six (6) months from job start date.

- Water Distribution Manager Level 3 or greater within 6 months from job start date.
- Cross Connection Control Specialist within 6 months from job start date.
- Current Flagging certification within 6 months from job start date.
- Certified Erosion and Sediment Control Lead certification (CESCL) within 6 months from job start date.
- Water Treatment Plant Operator 1 or greater.

WORKING CONDITIONS:

- Work is performed in an outdoor environment in varying weather conditions.
- Must be able to lift and carry heavy equipment and materials in excess of 65 pounds.
- Must be able to work long hours as emergency conditions or ongoing construction project(s) dictate.
- Subject to 24-hour call-out.