



CLASSIFICATION NO. 733

Established: 10/96

Revised: 3/16

FLSA: Exempt

EEO: 3

TECHNICAL SERVICES COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and coordinate technical services projects involved in engineering for roads, utilities, treatment facilities, and surface water management; to provide lead work for other technical and professional staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Technical Services series provides advanced journey level technical engineering support within the Department of Transportation and Development or Water Environment Services. Positions may be assigned to support road design and construction, traffic design, sanitary sewer design and construction, surface water management, wastewater operations or a related function.

The Technical Services Coordinator has the responsibility for overseeing the daily activities of a technical services area, assigned projects and performing various engineering functions as required. Responsibilities of a technical services area may include: permit review; subdivision plan review; inspections; subdivision and service agreements; petition processing; maintenance of maps and records; construction standards, contract construction project management and similar services. The incumbent works under the direct supervision of an Engineering Manager, who outlines assignments, goals and objectives, and evaluates performance for effectiveness.

The Technical Services Coordinator differs from the Technical Services Specialist which may have lead responsibility for a specific program or project, but does not generally coordinate the most complex projects or allocate staff and resources among several project support functions. These classifications are distinguished from professional engineering classifications which require professional certification, registration or licensure.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Serves as project manager and leads the work of technical and professional staff on complex projects; provides advanced technical assistance to project staff; schedules projects and assigns staff in area of responsibility; develops and recommends policies, procedures and system improvements; coordinates communication with internal departments, engineers, developers, realtors, contractors, customers and the public for assigned projects; participates in the budget process and provides manager with recommendations on Capital Improvement Projects and five year plans.
2. Confers with and advises engineers, architect, builders, developers and the public regarding County standards for sanitary sewers, storm sewers, roads and; advises same on local

improvement district and assessment district methods of formation and financing.

3. Reviews preliminary development plans, construction plans and specifications for roads and sewers as submitted by the developers, engineers, architects and others; prepares preliminary plans and specifications for roads and sewers; coordinates review of subdivision plat approval for compliance with conditions and District standards.
4. Prepare and reviews petitions for annexations, local improvement districts and assessment districts; conducts technical investigations, prepares reports, prepares correspondence and keeps records; prepares and processes roadway and utility rights-of-way and easements; acts as District's right of way agent; coordinates with legal counsel and management.
5. Coordinates and reviews all land use applications for the District; provides technical comments to the Department of Transportation and Development and other agencies regarding availability of sanitary services, surface water concerns, permit conditions and other comments relating to land use applications and decisions.
6. May design and manage small sewer construction projects, prepare request for proposals, specifications and bids, contract and related documents, bid process, negotiation contracts and change orders; resolves conflicts, ensures compliance with local, state and federal requirements; reviews and approves pay requests subject to final approval.
7. Assists in the development of County standards for road and sewer, construction; assists in the inspection of constructed facilities for final acceptance.
8. Reviews and approves building permits for compliance with District standards; calculates or coordinates calculations of a variety of fees and charges for sanitary sewer and surface water improvements; coordinates review, approval, inspection and documentation process; issues letters of approval and system development charges.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Methods, materials and standard engineering specifications used in the construction of roads and sewer collection facilities; civil engineering principles; federal, state and local laws, codes and regulations regarding construction project management; surveying as related to construction; state statutes and other legal restrictions governing the formation of assessment and local improvement districts; principles of engineering design, engineering mathematics, detailing, drafting and specification writing; strength or properties and use of structural engineering materials; project management techniques; computer software programs, such as data base management, word processing and spreadsheets.

Working knowledge of: Basic techniques of supervision.

Skill to: Read, interpret and apply complex plans and specifications; deal tactfully and effectively with employees, contractors and the public; prepare complete and comprehensive reports; secure adherence to plans and specifications from contractors and maintain good relations with organizations performing work on County contracts; plan and schedule work projects and staffing assignments; operate computer terminal and appropriate software programs, communicate effectively, both orally and in writing; establish and maintain effective working relationships.

WORKING CONDITIONS

Duties in the field require walking, squatting, digging, bending, balancing, and involve exposure to confined spaces, loud noises, dust, slippery and/or uneven surfaces and adverse weather conditions.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

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