

City of Fort Worth, Texas Job Description

Classification Title	Technical Services Coordinator		
Job Code:	MG1611	Job Family:	Management
Pay Grade	612	Date Reviewed:	06/23/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides regulatory compliance, technical business analysis, asset management, technical contract management and technology services for the Water Field Operations Division.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Acts as Program Developer and Manager for citywide large-diameter sanitary sewer Interceptor Condition Assessment Program (ICAP). Prepares contract documents and specifications and ensures contractual compliance, and prepares bid documents, work orders, invoice payments, and reports.
3. Provides analytical support for the establishment and prioritization of sewer collection system capital improvement and renewal projects utilizing sanitary sewer performance indicators and wastewater master plan capacity needs. Develops objectives and measures and works with stakeholders to gather information and implement program improvements.
4. Provides regulatory compliance support, Water distribution and Wastewater collection system infrastructure condition assessment, asset management support, and technology project and application support. Handles technical contracts, technical business analysis and reporting.
5. Provides analytical and technical support for in-house, citywide small diameter Sanitary Sewer Condition Assessment Program. Generates comprehensive reports and work orders for associated activities; and recommends performance objectives and measures.
6. Acts as Program Developer/Manager for annual citywide sanitary sewer root eradication program/contract and for the citywide water distribution system Water Efficiency and Condition Assessment Program (WECAP). Prepares contract

documents and specifications; ensures contractual compliance; and prepares bid documents, work orders, invoice payments, and reports.

7. Provides analytical support for the establishment and prioritization of water distribution system capital improvement and renewal projects utilizing performance indicators such as breaks and leaks per 100 miles per project area, water quality complaints, water loss, and water master plan needs.
8. Manages, coordinates and provides technical business analysis and technology support services for the division, including the Maximo work management system, Automated Vehicle Location system, mobile applications, the Geographic Information System and mapping, and special studies and research.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of water/wastewater utilities programs.
 - Water distribution system and wastewater collection system design and construction.
 - Conventional and GPS surveying, GIS map validations and corrections.
 - Sanitary Sewer Evaluation Studies, including maintenance hole inspection, rainfall simulations and tests, open channel flow monitoring, flow analysis, and wastewater collection system modeling.
 - Water distribution and wastewater collection system vehicles and equipment, including advanced leak detection and condition assessment equipment, technology, and procedures.
 - Database architectures and procedures.
 - Principles of water distribution system water quality management and leak detection, and of wastewater collection system odor and corrosion control.
 - Data analysis and data mining, including GIS analytical and editing tools and methods.
 - Modern office equipment including computers.
 - Federal, state and local regulations pertaining to water, wastewater and reclaimed water.
 - Pertinent Federal, State and local laws, codes and safety regulations.
- **Skill in:**
 - Organization and time management.
 - Critical thinking.
 - Problem solving.
 - Technical Business Analysis.
 - Project and contract management.
 - Computers and applicable software.

- Oral and written communication.
- **Ability to:**
 - Supervise, train, mentor and evaluate subordinates.
 - Prepare contract bid documents and specifications.
 - Prepare detailed reports and recommendations.
 - Exercise discretion when dealing with confidential information.
 - Analyze and summarize raw data.
 - Write SQL and analyze results, using tools such as Access, Excel, and GIS.
 - Explain regulatory requirements to management and technical staff.
 - Develop, manage, direct, and support programs concerning water distribution and wastewater collection system operations and condition assessment.
 - Recommend and implement goals and objectives for providing effective programs and projects.
 - Interpret and explain City policies and procedures.
 - Participate in program budget proposals.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Engineering or a related field and six years of experience in water/wastewater pipeline condition assessment and maintenance, asset management and contract management.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.