

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Utility Coordinator		
<b>Job Code:</b>	TC5730	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Created:</b>	08/22/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/01/16

### GENERAL SUMMARY

Manages aspects for oil, gas, power, communication and franchise utility activities that pertain to the Water Department. Reviews and approves encroachment agreements, easement abandonments and street vacations with respect to Water & Sanitary Sewer facilities; and provides emergency management services at the Joint City/County Emergency Operations Center.

### 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. Manages and supervises oil, gas, power, communication and franchise utility activities correlating to Water Department facilities; analyzes problems and identifies solutions with current engineering technologies and practices; and interprets engineering plans, specifications, reports and analytical studies.
2. Reviews and prepares analysis for franchise utility conflicts; oversees the execution of approval for encroachment agreements; and coordinates the abandonment and Right-of-Way vacations for developers and water facilities.
3. Monitor water flow and water pressure for water distribution or wastewater collection systems.
4. Maintains federal, state, American Water Works Association (AWWA) and Water Environmental Federation (WEF) facilities standards for franchise utilities.
5. Provides emergency management services for emergency responses and planning. Provides emergency support function (ESF-3).
6. Participates on Gas Drilling Review Committee. Resolves conflicts prior to Gas Well approval.
7. Executes specialized projects that require negotiation with outside agencies, wholesale customers and government agencies.
8. Performs other related duties as required.

9. 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:**
  - Engineering methods and techniques for water utilities and streets.
  - Pertinent Federal, state and local laws and regulations.
  - National Incident Management System and Emergency Operating Center (EOC) Operations.
  - Water department's assets and staffing.
  - Water department's polices and ordinances.
  - Engineering concepts and construction principles relevant to water/wastewater systems.
  - Municipal water distribution and wastewater collection systems.
- **Skill in:**
  - Organization and time management.
  - Responding to emergency situations.
  - Project Management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze problems and identify solutions with current engineering technologies and practices.
  - Interpret engineering plans, specifications, reports and analytical studies.
  - Implement new policies.
  - Communicate on a technical level.
  - Establish and recommend priorities of assets.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and three years of municipal water utilities experience.

## **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, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

### **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.