HYDRO CONSTRUCTION PROJECT COORDINATOR  
Bargaining Unit Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DESCRIPTION:
Under general direction of the Maintenance Manager, provides support for power systems projects by performing inspections and other project management support services associated with the operation, maintenance and repair of water supply, flood control, hydroelectric and recreation facilities and their various related components of the Yuba Water Agency's facilities.

DISTINGUISHING CHARACTERISTICS:
The Hydro Construction Project Coordinator is a journey-level technical classification. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. The Hydro Construction Project Coordinator must perform his/her duties in a manner that reflects positively on the Yuba Water Agency, supports strong safety culture and meets the missions of the agency of flood control, water supply, fishery enhancement, recreation and hydroelectric generation. He/she may supervise one or more employees and hand crews.

EXAMPLES OF ESSENTIAL DUTIES:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- As a working Hydro Construction Project Coordinator, performs inspections, troubleshooting, repair, and maintenance to a variety of equipment in dams, water treatment and generating stations, checks, keeps records, reports conditions and changes recording charts or modules.
- Responsible for providing basic project support services to support the project engineer, project manager or construction manager. Coordinates with Purchasing to define and develop the project scope and specifications. Evaluate, suggest alternatives to the scope and development of agency projects.
- Assists Purchasing with the bidding process, including writing scope and evaluating bid proposals.
- Conducts field inspections to support the projects contract requirements for capital and maintenance projects.
- Supports the Construction or Project Manager/Engineer in managing all aspects and specifications within the contract scope of the project.
- Responsible for job planning and arranges for necessary tools, equipment, supplies, and support services.
- Supervises one or more Utility Workers and/or temporary employees in the clearing and disposal of wood and trash from reservoir and recreation areas, and in construction and repair of trails.
- Prepares reports, keeps records, revises drawings, assists other trades, and does other project-related work as assigned.
- Furnishes instructions and assistance necessary for the timely completion of jobs. Keeps the Maintenance Manager and other supervisors informed regarding the status of work plans and work in progress in a timely manner.
- Inspects diversion weirs and grizzly’s, repairs trail, provides facility housekeeping, provides routine non-technical maintenance, assists technicians with technical repairs and maintenance, coordinates project activities with regulatory agencies, adjacent landowners, and the public.
- Uses hand tools, operates chain saws, weed eaters and similar equipment; operates boats and off-road vehicles, and a variety of communication equipment.
- Often works alone in all kinds of weather at remote facilities, frequently accessible only by foot over steep mountain trails.
• Responsible for accomplishing all aspects of the assigned work in conformance with personnel and equipment safety standards. Will comply with all agency equipment and safety policies and procedures, and California Occupational Safety and Health Administration (Cal/OSHA) rules and regulations.
• Builds and maintains positive working relationships with co-workers, other agency employees, government entities, contract providers and the public using principles of good customer service.
• Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
• Performs related duties as required.

KNOWLEDGE OF:
• Construction and maintenance practices.
• Safety and first aid practices, the ability to accurately read gages, dials and recorders and the mathematical skill to perform routine power and water plant operation calculations.
• Principles of hydroelectric generation and transmission of electricity desired.
• Principles of safely working with hydroelectric, water treatment and power plant dams and equipment.

SKILLED IN:
• Must be proficient in the use of computers with minimal familiarization to new software.
• Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum direction.
• Communicating clearly and concisely, both oral and written.
• Troubleshooting control systems and resolving problems and situations in the workplace.

ABILITY TO:
• Analyze and organize jobs.
• Read complex drawings and documents and then make recommendations for the operation and repairs to equipment.
• Awareness of industry environmental best practices and the ability to read and implement various environmental permits to assure compliance.
• Read, understand and support development of technical specifications to support agency contracting.
• Be able to organize and supervise hand crews and to coordinate their activities with other units.
• Observe and accurately report conditions, both verbally and in writing.
• Analyze equipment and system problems and develop appropriate solutions.
• Keep complete and accurate records.
• Read, interpret, and revise electrical drawings and schematics.
• Understand and follow instructions and be able to make decisions and take appropriate action when necessary.
• Work cooperatively and effectively with others.
• Work independently with little or no direct supervision at times, using initiative and independent judgments within the appropriate supervision guidelines.
• Communicate effectively with co-workers.
• Follow oral and written instructions and directions.
• Support required NERC/WECC reliability standards and required reporting.
• Identify hazards in the workplace and prepare a Job Hazard Analysis.
• Be comfortable working alone in remote locations.
• Relate cooperatively with members of the public, agency's consultants, and agency personnel.
PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
The conditions herein 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 job functions.

Environment: Work is performed in both inside and field settings, with some travel from site to site, with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection and other safety equipment, where necessary.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications and match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

Education/Training: Graduation from high school or equivalent. Completion of at least two years of journey-level experience in a related field or other equivalent training program. Experience in maintenance and repair of equipment and systems similar to that found in the agency’s power project preferred. Experience in the field of construction project coordination is highly desired.

License or Certificate: Possession of, and ability to maintain, an appropriate, valid California Class C Driver License. Must obtain a State Water Resources Control Board (SWRCB) Water Treatment Operator Grade T2 license and the State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D2 license within twelve (12) months of placement in position. Must maintain the State Water Resources Control Board (SWRCB) Water Treatment Operator Grade T2 and the State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D2 licenses continuously during employment in the Hydro Construction Project Coordinator classification.

SPECIAL REQUIREMENTS: This position is subject to call out and must reside close enough to travel to Colgate Powerhouse within one hour.

POST OFFER/PRE-EMPLOYMENT PHYSICAL: Employment is subject to passing a physical examination, including a drug test, and a pre-employment background check.
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