

# *Southwest Suburban Sewer District*

**Position Title: Project and Emergency Management Coordinator (*Union Position*)**

**EFFECTIVE DATE:** 10/1/2020

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## **GENERAL NATURE & SCOPE OF WORK:**

Under the direction of the Wastewater Collection & Inspection Services Supervisor, this represented position is responsible for civil construction project coordination and delivery. Additionally, this position will develop and administer the District emergency preparedness and response program and related activities to insure compliance with all local, state and federal regulations. Responsibilities include, the administration of Small Works contracts and construction management; CIP documentation support; coordination of District and Developer Extensions and annexations; ULID formation support and administration.

## **ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS:**

### **Project Management and Inspection**

- Oversees coordination of District projects including, CIP, small works, district extensions, emergency repairs, and rehabilitation.
- Provide Capital Improvement Project (CIP) project support through management of all project documentation, coordination of external inspections, pay estimate processing and participation on project teams;
- Coordinate and review District projects and project files to ensure compliance with all District, local, state, and federal regulations;
- Develop and maintain District process controls for RFI, RFP, capital procurement, and related construction management processes.
- Provide support to the District growth strategies in the area of District annexations and ULID's.
- Participate in the development of schedules, priorities, and determination of time lines and resources.
- Ensures all district projects, developer extensions and sewer connections are in conformance with District specifications and standards.
- Establishes and maintains effective working relationships with local Public Works authorities and other utility providers.
- Perform related duties as assigned.

### **Emergency Management**

- Develop, maintain and exercise the District Emergency Response Plan (ERP).
- Develop, maintain and exercise the District Continuity of Operations Plan (COOP).

- Develop and manage the Hazard Mitigation Plan (HMP) or annex to county plan.
- Test and evaluate plans by developing and conducting exercises and drills.
- Establish relationships with other agencies and local government.
- Participate and liaison with WASWD Emergency Management, local emergency management committees and King County Regional Disaster Plan.
- FEMA claims management.
- Coordinate disaster response and crisis management activities.
- Ensure staff ICS training and provide ongoing disaster response training opportunities.
- Maintain MOU agreements, contact, resource and equipment lists.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **KNOWLEDGE OF:**

- Applicable federal, state and local laws, codes, regulations, policies and procedures, including a comprehensive knowledge of OSHA, DOSH & ADA.
- District policies and procedures relating to purchasing and budget preparation and management.
- Personnel development, and teambuilding.
- FEMA National Response Plan, Incident Command System and local response strategies.
- Project planning, cost control, scheduling, deliverable tracking and effective communication techniques.
- Information system design process and applications.
- Construction methods, practices and terminology.
- Modern office practices, procedures, equipment and software applications.

### **SKILL LEVEL:**

- Management and team building skills including administrative, instruction, problem analysis and decision making, planning and organizing, adaptability/flexibility, stress tolerance and time management.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other departments and district staff, district officials, partner agencies and the public.
- Excellent written and verbal communications skills.
- Proficiency in application of short and long range strategic planning techniques and principles.

### **ABILITY TO:**

- Train personnel as necessary.
- Review statistical data and identify future trends; make process adjustments based on analysis of data.
- Resolve conflicts and negotiate efficiently.
- Interact with others using tact, patience and courtesy.
- Prepare and make presentations in a persuasive manner to various audiences.
- Write and summarize detailed and complex information in simple terms for communication to various audiences.
- Develop and write operational policies and procedures.
- Work effectively on several projects concurrently and with specific deadlines.

## **EDUCATION, LICENSES & EXPERIENCE**

A combination of education and related experience may substitute for education requirements.

- Associate Degree in Business Administration, Project Management, or comparable (preferred) **and**
- FEMA ICS 100, 200, 300, 400, 700 and 800 (must be obtained within 12 months of hire) **and**
- 2 years of emergency preparedness experience, (preferred) **and**
- Project Management certification (preferred) **and**
- 2+ years municipal CIP and construction experience **and**
- Possession of, or ability to obtain, a valid Washington State Driver's License.

## **PHYSICAL DEMANDS/HAZARDS & WORKING CONDITIONS**

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.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- This position may be required to respond to emergency situations and may be required to respond after normal work hours, blackberry or like device carried 24/7.
- While performing the duties of the job, the employee is required to sit and use a keyboard, occasionally lifts heavy items, climb and/or crawl, and is frequently required to stand and walk around.
- Attendance and participation at committee, public and outside agency meetings may be required, including those that meet after normal working hours.
- Must be physically capable of sustained lifting, bending, climbing, standing and walking; work may involve exposure to raw sewage, treatment chemicals, confined space entry and heights as well as exposure to operating machinery.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Working around and with machinery having moving parts.
- Noise from equipment operation.
- Indoor and outdoor work environment
- Driving a vehicle to conduct work.
- Adverse and extreme weather conditions.#

**The statements contained in this class specification reflect general details as necessary to describe the principal functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.**