



## JORDANELLE SPECIAL SERVICE DISTRICT

### JOB DESCRIPTION

Job Title: <b>Development Coordinator</b>	FSLA Status: <b>Exempt</b>
Reports to: <b>General Manager</b>	Status: <b>Full-time</b>
Department: <b>Administration</b>	Salary Range: <b>\$70,000 - \$95,000 DOE</b>
Effective Date: <b>September 24, 2020</b>	Benefits Eligible: <b>Yes</b>

#### **Purpose of Position**

Under broad supervision and direction from the General Manager, supervises and coordinates development for the District; performs supervisory and administrative duties in planning and coordinating development and construction services.

#### **Essential Duties and Responsibilities**

- Aides in bidding and bid openings for District projects; oversees project progress and assists in directing of projects as required.
- Develops budget for engineering services and manages project budgets.
- Oversees the internal checking of plans and specifications for compliance with District standards and policies, coordinates with consulting engineers.
- Provides information for master planning.
- Pursues Federal, State, and County funding for water and wastewater projects.
- Coordinates with consulting engineers.
- Oversees and reviews consultant's work for accuracy and professionalism; sees to the completion of contracts.
- Provides counsel to all departments on matters of development review.
- Answers technical questions and provides information to public inquiries.
- Oversees design review committee (DRC) activities on behalf of the District.
  - Attends DRC meetings for multiple agencies
  - Coordinates design review
  - Calculates inspection fees and bonding by developers
  - Verifies developer has executed all required documents and certificates
- Executes and implements district programs and projects including cross connection, water auditing, etc.
- Occasionally attends various public meetings with the General Manager and assists in the representation of the District at such meetings.
- Performs other duties as needed or assigned by the General Manager.

#### **Minimum Qualifications, Education and Experience:**

- Valid Utah Driver License
- Four (4) years' experience as a Civil Engineer or six (six) years' job-related experience

#### **Necessary Knowledge, Skills and Abilities:**

- Extensive knowledge of civil engineering and engineering survey and design; working knowledge of drafting, thorough knowledge of public works construction; working knowledge of computer applications applicable to engineering.
- General understanding of platting and easements.
- Ability to direct the work of others; ability to establish and maintain effective working relationships with employees, other divisions, and the public; ability to follow written and oral instructions; ability to effectively communicate verbally and in writing.

### **Tools and Equipment Used:**

- Personal computer, including word processing, spreadsheets, database, motor vehicle, phone, and mobile radio.

### **Physical Requirements:**

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 mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

### **Work Environment:**

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.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic vibration.
- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

### **Competency:**

To perform the job successfully, the individual is expected to demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Team Work:** balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- **Dependability:** follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality:** demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Initiative:** volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

- **Motivation:** sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Planning/Organizing:** prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Interpersonal:** focuses on solving conflicts without blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and trying new things.
- **Problem Solving:** gathers and analyzes information in order to identify and resolve problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment:** displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**AAP/EEO Statement:**

Jordanelle Special Service District (JSSD) is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**This job posting will remain open until position is filled.**

**To apply for this job send your resume and completed application for employment to:**

**Jordanelle SSD  
Attn: HR Administrator  
PO Box 519  
Heber City, UT 84032**

**or**

**email to: [elizam@jssd.us](mailto:elizam@jssd.us)**