SOUTH COAST WATER DISTRICT

OPERATIONS AND MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, organizes and monitors bid processes, cost estimates, and specifications for water and wastewater rehabilitation and capital improvement projects; provides support to the Operations and Maintenance Department in the coordination of the bid process and acts as a point of contact for consultants, contractors, and vendors; assists with updating and maintaining the Computerized Maintenance Management System (CMMS); and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Operations. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This single-position experienced-level class has responsibility for organizing, monitoring, and maintaining the Department’s specifications and proposals for water and wastewater rehabilitation and capital improvement projects. Responsibilities include ensuring that all proposals comply with District requirements, organizing them for evaluation, coordinating the bid process, managing submitted proposals, and ensuring permit compliance between the District and outside private and public agencies, consultants, contractors and vendors. An incumbent in this class is expected to possess thorough knowledge of the District’s Request for Proposal (RFP) practices and procedures, and to evaluate each proposal’s adherence to the minimum requirements laid out in the corresponding RFP.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Prepares and sends out bid documents, contract stipulations, specifications, liability and insurance requirements, bonds, and faithful performance warranties; assures conformity and compliance with District policies, procedures, and service provision expectations.
- Coordinates the bid process for assigned projects; participates in pre-bid conferences and meetings; organizes proposals for the evaluation process; sends out notices of awards and notices to proceed; supplies information to aid in resolving bid protests.
- Develops drawings and specifications required for proposals on water and wastewater rehabilitation and capital improvement projects based on information provided from the department and project manager.
- Coordinates and monitors contract change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements.
- Assists and orients contractors doing business with the District and staff with the bid processes/procedures; interfaces with service providers to expedite timely completion of all required proposal documents.
- Develops comparison spreadsheets on bids for water and wastewater rehabilitation projects; determines which proposals meet the predetermined minimum requirements; makes recommendations as to which proposals should be considered further based on this information.
- Tracks bid submissions and maintains comprehensive records of all documentation including to whom the project was awarded; notifies all contractors of bid results.
- Initiates and coordinates the procurement of all necessary permits from the City or County on all assigned projects.
- Drafts staff reports for project requests and budget expenditures to be presented by the Director of Operations to the Board of Directors.
- Provides maps, drawings, and specifications on assigned projects to contractors as needed.
- Assists with the maintenance of the Computerized Maintenance Management System (CMMS) for the
Operations Department.

- Coordinates a wide variety of special projects as assigned and/or depending on the needs of the District.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic principles and practices involved in the engineering, construction, and maintenance of water and wastewater systems.
- Construction bid procedures, criteria for awards, and contract terms, provisions and conditions.
- Principles and practices of competitive bidding.
- Principles and practices required to monitor and evaluate a proposal.
- Applicable Federal and State laws; District, department, and division regulations, codes, policies, and procedures.
- Statistical procedures used to research, compile, summarize and evaluate data.
- Basic drafting processes and procedures, nomenclature, and symbols.
- Legal language and terminology as it relates to contracts.
- Public agency ordinances and policies regulating procurement.
- Purchasing policies and procedures including ethics and standards of purchasing practices.
- Current market conditions, data collection techniques and prices on various types of materials, supplies, equipment, and other commodity items, sources of supply and service.
- Principles and procedures of record keeping and reporting.
- Research techniques, methods, and procedures.
- Technical report writing practices and procedures.
- Modern office practices, methods and computer equipment.
- Computer systems and applications related to the work, including word processing, database and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform research, administrative analysis, and report preparation.
- Collect, compile analyze and summarize varied information, propose and consider alternatives and reach sound conclusions.
- Explain and apply regulations and procedures in varying situations.
- Make accurate mathematical calculations used in engineering and construction projects.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Analyze situations accurately and develop effective course of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Establish and maintain a variety of files and records.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
EXPERIENCE AND TRAINING GUIDELINES
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of experience in drafting, construction management or inspection, contract issuance and compliance, including bid preparation and record keeping, or related field.

Training:

Equivalent to completion of the twelfth (12th) grade supplemented by technical or college-level courses in civil engineering, drafting, construction management, or related field.

License or Certificate:

➢ Valid California class C driver’s license with satisfactory driving record.
➢ Certification in Water Treatment or Distribution issued by the California Department of Public Health (DOPH), or certification in Wastewater Collection issued by the California Water Environment Association is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.