



Hi-Desert Water District Classification Specification

Job Title: District Services Administrator

Job Grade: 14

FLSA Status: Non-Exempt

Date: April 26, 2018

JOB SUMMARY

Under the general supervision of the General Manager, this position performs a wide variety of routine to complex technical activities related to developing, implementing, maintaining, and managing the District's Geographical Information System (GIS). The position also works with the District Construction Department, outside contractors and consulting engineering firms, as well as with real estate developers and the general public to review construction plans for conformance to District codes, policies, and standards. In addition, this position is responsible for coordinating the District's Emergency Preparedness/Disaster Response and Hazard Mitigation Plans.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from the General Manager. Develops and facilitates training of employees on GIS practices and principles. Facilitates training of District employees on Emergency Preparedness/Disaster Response plan. Coordination and activation of Emergency Operations Center (EOC) during actual disasters.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Updates and maintains the District's Geographical Information System (GIS).
- Prepares and maintains standard documentation using manual and Computer Aided Drafting and Design (CADD) methods.
- Implements and monitors CADD and/or GIS projects.
- Trains assigned employees in GIS practices and principles.
- Performs minor design work such as site layout and pipeline alignment, facilities siting, and associated calculations.

- Manages and tracks new annexations, easements, and quit claims that are processed within the District.
- Checks plans, specifications, shop drawings and construction submittals for completeness, accuracy and conformity to District Standards and project requirements.
- Prepares reports, exhibits and presentations.
- Assists in planning and documenting Capital Improvement Program (CIP) and Capital Replacement Program (CRP) projects.
- Serves as the assistant to, and/or coordinator for special projects in support of the General Manager.
- Tracks, monitors, and documents information related to District operations as directed.
- Performs site inspections of internal and contracted work as required.
- Develops District standards and specifications for future public/private development within the District.
- Reviews developer project designs, plans and legal description for conformance to District code, policy, standards, and current Master Plan.
- Confer with and provide information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications and codes; explain codes, requirements and procedures and evaluates alternatives.
- Acts as the District liaison with a variety of committees, construction and design engineers and developers.
- Provides leadership, planning, organizing, developing and coordination of a comprehensive emergency preparedness and disaster response plan.
- Annually, and as required, reviews and updates emergency preparedness and disaster response plans for the District.
- Coordinates the activation of the Emergency Operations Center (EOC) during actual disasters.
- Maintains the EOC equipment and supplies in a constant state of readiness.
- Works with District management staff to develop and conduct emergency management training and exercises as required.
- Manages the District's Government Electronic Telecommunications Service (GETS) accounts.
- Serves as a liaison on emergency preparedness issues with local and county partners and expands ongoing partnerships with local, state and federal agencies for emergency planning and disaster training and exercises.
- Updates the District's Local Hazard Mitigation Plan and provides training as required.
- Attend workshops, seminars, and conventions to advance knowledge of GIS and Disaster Preparedness best practices and local, state, and federal regulations.

JOB SPECIFICATIONS

Knowledge

- Computer applications related to CADD and GIS; principles, practices and objectives of system design and operation.
- Principles and procedures of record keeping.

- Fundamental principles and practices of project management.
- Fundamental principles of water/sewer design.
- Awareness and applicability of laws regulating the procurement and distribution of potable and non-potable water supplies.
- Appropriate safety precautions, procedures, practices and regulations.
- English usage, spelling, grammar, and punctuation.
- Knowledge of local, state, and federal rules, guidelines, and standards for disaster preparedness planning, strategies and techniques, including specific knowledge of the principles of the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Commands Systems (ICS).

Skills and Abilities

- Organize, implement, and perform mapping, drafting, and GIS operations/activities.
- Carry on simultaneous assignments with close attention to detail, schedules, and deadlines.
- Conduct research utilizing fundamental research principles and calculations.
- Prepare clear and concise reports.
- Read civil drawings.
- Interpret District codes, policies, and standards.
- Perform basic project management of minor projects; assist in the management of larger projects.
- Follow established codes, policies and guidelines; maintain complete and accurate records and documentation.
- Perform work in accordance with safety regulations, guidelines, and practices.
- Ability to conduct hazard vulnerability assessment and develop hazard mitigation plans.
- Ability to identify strengths and weaknesses in existing emergency management programs and recommend solutions.
- Deal courteously and appropriately with the public.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely in writing and verbally.
- Establish and maintain cooperative working relationships with all levels of employees, customers and vendors.
- Identify and analyze issues quickly and completely and recommend alternative solutions and implement approved recommendations.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Regularly uses a telephone, cell phone and mobile radio for communication.

- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Works in the field from time to time in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat. May walk, stand or crouch on narrow, slippery or uneven surfaces.
- Communicates with District staff in face-to-face, one-to-one, and group settings.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High School Diploma or equivalent. Bachelor's degree with coursework in geography, drafting, mapping, is preferred.
- Applied and demonstrable experience in Geographic Information Systems administration, computer-aided drafting and map development
- Minimum of one (1) year experience in developing emergency preparedness/disaster response plans, procedures and training programs.

License / Certificate:

- Possession of a valid Class A California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade I Water Distribution Certificate

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.