Project Administrator
New Construction & Compliance

Department: Engineering
FLSA Status: Non-Exempt

Salary Range: $47,935 - $66,589

Nature of Work:

A highly responsible position working with minimal supervision to coordinate and assist with administering new meter installation, construction projects, compliance and reporting through interaction with consultants, contractors and other vendors. Position exercises judgment in accordance with well-defined policies and procedures.

Duties and Responsibilities:

The intent of this job description is to provide a summary of tasks performed in this classification. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- ✓ Receive/process/research applications for new meter installations and generate cost estimates for new service, equipment upgrades and relocating existing equipment according to BSU rates and tariffs.
- ✓ Create cost estimates working with multiple departments.
- ✓ Accept and distribute new and re-development applications for project processing.
- ✓ Assist with monitoring the clerical, scheduling and permit-related issues with projects.
- ✓ Research property and customer history using available tools.
- ✓ Ensure easements are correctly formatted, executed, notarized and recorded in a timely manner.
- ✓ Coordinate, schedule, monitor compliance events and documentation for pretreatment facilities (restaurants, etc.).
- ✓ Input, monitor and update database information for pretreatment facilities.
- ✓ Issue and track Notices of Violation.
- ✓ Assist with other compliance administration as needed.
- ✓ Set up new accounts including adding charges and processing payments.
- ✓ Order and track requests for installations, upgrades, etc.
- ✓ Process requests for hydrant and new construction meters.
- ✓ Scan and file paperwork with proper attributes in document repository.
- ✓ Build solid relationships with builders and customers.
- ✓ Perform other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of;

- ✓ Standard water and wastewater utility terms and concepts.
- ✓ Construction techniques.
- ✓ Contractual obligations of plans, specifications, addendums, and project cost.

Skill in;

- ✓ Use of Microsoft Office products (Word, Excel, and Outlook) and design software.
- ✓ Working within databases.
- ✓ Providing quality customer service.
- ✓ Using mathematics to solve problems.
- ✓ Providing quality customer service.

Ability to;

- ✓ Make decisions in accordance with BSU and department policies.
- ✓ Read, interpret, and explain rules, ordinances, codes, agreements, and related documents
- ✓ Identify, troubleshoot, predict, and resolve problems.
- ✓ Communicate effectively orally and in writing
- ✓ Work with minimal supervision
- ✓ Establish and maintain effective and cooperative working relationships with those contacted in the course of work

Education and Experience:

- ✓ High school diploma or equivalent;
- ✓ One or more years clerical experience

Licenses and/or Certifications:

- ✓ Florida driver license

The job description does not constitute an employment agreement between Bonita Springs Utilities (BSU) and the employee and is subject to change by BSU as the needs of BSU and requirements of the job change.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____
Job Title

_____
Name (Print)

_____
Employee Signature

_____
Date