

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS  
JOB DESCRIPTION**

|                        |                           |                     |                                    |                   |        |
|------------------------|---------------------------|---------------------|------------------------------------|-------------------|--------|
| <b>Job Title</b>       | Construction Coordinator  | <b>Pay Grade</b>    | 9                                  | <b>Class Code</b> |        |
| <b>Department</b>      | Hernando County Utilities | <b>Salary Range</b> | \$55,057.60 - \$77,105.60 Annually |                   | Hourly |
| <b>Division</b>        | Engineering               | <b>FLSA</b>         | Non-Exempt                         |                   |        |
| <b>Reports to</b>      | Senior Project Manager    | <b>Revision</b>     | September 17, 2024                 |                   |        |
| <b>Bargaining Unit</b> |                           |                     |                                    |                   |        |

**GENERAL DESCRIPTION:**

This is a highly responsible position overseeing work in installation, and modification to water, reclaim water, and sewer lines, pump stations and facilities. The incumbent works with Contractors, Developers, Customers, DOT, Engineer's, and Project Managers.

**ESSENTIAL JOB FUNCTIONS:**

- The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Highly technical work involving the Coordination, observation and inspection of workmanship, methods, materials, and procedures in the construction of water transmission and distribution systems; water pumping and treatment facilities; and wastewater collection systems, pump stations and pressure lines to ensure conformance with approved plans, specifications, contract documents, and safety standards.
- Coordinates scheduling of wastewater pump station start up and tie ins to water and sewer services.
- Inspects and tests water distribution system infrastructure/appurtenances, wastewater collection system infrastructure/appurtenances for correct alignment, grade, pressure as per called for design/construction specifications.
- Coordinates with project engineers and contractors from project implementation to completion to ensure that plans, specifications, contract documents, and safety standards are followed.
- Attends pre-construction conferences and other meetings to coordinate utilities installation, construction and modification.
- Investigates and resolves customer complaints. Communicates with customers and citizens throughout the duration of projects.
- Inspects utility system for unauthorized work, use or connection and takes appropriate corrective action.
- Prepares daily reports/journals, completes forms and prepares letters to engineers and contractors to document inspections and findings.
- Receives and reviews shop drawing submittals for concurrency to Hernando County Utilities specifications
- Reviews pay requisitions submitted by contractors. Investigates and provides recommendations on contractor claims, change orders, etc. Coordinates with Engineering staff in the resolution of issues as they may be encountered.
- Conducts final inspection of lines, systems, facilities, and appurtenances and recommends

acceptance or rejection of work.

#### **JOB STANDARDS:**

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| <b>Education</b>                                 | Minimum of High School diploma or equivalent.   |
| <b>Experience</b>                                | A minimum of Five (5) years of experience in the construction, inspection, or operation of and maintenance of water and wastewater facilities; or an equivalent combination of education, training and experience.  |
| <b>Licenses, Certifications or Registrations</b> | <ul style="list-style-type: none"><li>• Valid Florida Driver's License with a good driving record as defined by our current carrier.</li><li>• Water Operator, Wastewater Operator, and Water Maintenance Licenses preferred. Back flow tester, Back flow repair Certifications.</li><li>• Must possess or be able to obtain within 180 days the OSHA 30 hour safety course</li><li>• Must possess or be able to obtain within one (1) year the Florida Stormwater, Erosion, and sedimentation Control Inspector course</li><li>• Must possess or be able to obtain within 90 days of employment; certification in NIMS/incident Command Courses as determined by Supervisor.</li><li>• This position is subject to the Hepatitis B Vaccine and other vaccines when required.</li></ul> |

#### **EQUIPMENT USED**

Personal computer, copier, fax, mobile radio, digital camera, tablets, motor vehicle, safety equipment and any other equipment necessary to perform duties of position.

#### **CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of water and wastewater lines, systems, facilities, and appurtenance construction and operation principles and procedures.
- Knowledge of construction standards for materials used in water and wastewater lines, systems, facilities, and appurtenance construction and installation.
- Knowledge of engineering principles and procedures.
- Knowledge of safety practices for water and wastewater lines, systems, facilities, and appurtenance construction and installation.
- Skill in interpreting and comprehending plans, specifications, contract documents, and safety standards.
- Skill in conducting tests of water and wastewater systems to determine suitability and adequacy of construction.
- Skill in preparing written reports and letters to document construction activities.
- Ability to understand and comprehend complex engineering and contract documents, plans, specifications, and rules and regulations.
- Ability to communicate effectively both orally and in writing and to prepare accurate and concise construction reports and letters.
- Ability to establish and maintain effective working relationships with contractors, engineers, developers, and county staff.
- Ability to use sound judgment at all times.
- Ability to work independently.

**ESSENTIAL PHYSICAL SKILLS**

Skills: balancing, climbing, crawling, crouching, use of hands, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, visual acuity, and walking.

The work is sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**ENVIRONMENTAL CONDITIONS**

Working near moving objects and vehicles, working closely with others.  
Works in an environment with heavy equipment and machinery that could result in bodily harm to incumbent's co-workers or others.

**MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other related duties as assigned by the immediate supervisor or other management personnel.
- Job requires on occasion for nighttime and weekend work as it relates to the project.
- In case of an emergency or crisis situation (hurricane, flood, etc.), position is required to perform reasonable duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

| EMPLOYEE SIGNATURE | DATE |
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