

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Civil/Environmental Engineering Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	062 OTBS
REVISED:	September 1, 2009		

BASIC FUNCTION:

Coordinate civil engineering projects including those involving hazardous and non-hazardous materials, pollution, and environmental compliance and impact; provide liaison between district staff, government agencies, and other engineering and architectural design consultants for completion of projects in accordance with existing regulations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Coordinate the preparation of plans, specifications, calculations, and cost estimates for civil engineering projects involving district staff and outside consultants. **E**

Plan project layout and integrate civil engineering elements into unified designs. **E**

Interview, select and evaluate outside consultants hired for special projects. **E**

Observe construction and remodeling projects involving outside consultants and monitors progress. **E**

Assist in writing specifications and other contract documents for general engineering projects. **E**

Prepare proposals. **E**

Research drawings and data related to district buildings and grounds to determine uniform standards. **E**

Review designs and construction documents as necessary. **E**

Develop planning guides and scoping documents for erosion control, storm drain design and relocation, sewer/water line relocation, and traffic planning. **E**

Coordinate inspections of district facilities having underground storage tanks, contaminated soils, groundwater, and solid waste and make recommendations for removal based upon state and federal environmental regulations. **E**

Maintain records of inspections. **E**

Work with government environmental protection offices and other agencies for joint inspection of facilities and grounds to facilitate remediation and assessment activities for district facilities and sites. **E**

Prepare reports for appropriate regulatory agencies. **E**

Lead the work of assigned technical staff on a project basis. **E**

Maintain a variety of records and documents for district property, facilities, and land. **E**

Participate in meetings with district staff, consultants and community advisory committees. **E**

May authorize certain architectural and/or engineering design plans in the absence of the District Architect.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in civil engineering including or supplemented by course work in environmental resource management and four years of progressively responsible experience in civil engineering including environmental inspections for hazardous waste management.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Civil engineering techniques and practices.

California real property and land use practices.

Development and implementation of civil engineering and facilities-related projects.

Water quality and liquid and solid waste management practices including resource recovery techniques and standards.

Federal, state, and local laws and regulations pertaining to hazardous and non-hazardous materials management and environmental health.

CADD (computer aided drafting design) software.

Reading and writing English communication skills.

ABILITY TO:

Develop and implement projects as required.

Use CADD (computer aided drafting design) software.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 07/01/02

Job Code 6576

FK