

**VACANT POSITION**

**DEPARTMENT: WATER**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Human Resources Office

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: Utility Construction Coordinator (Position #3111)  
Salary: Pay Grade 22; Hiring Rate \$54,579.20 per year  
Work Schedule: 8:00 am - 5:00 pm; Monday-Friday, Occasional overtime required

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Bachelor's degree in applicable area of engineering technology from an appropriately accredited institution and five (5) years of progressive technical experience; or High school diploma or GED and ten (10) years of technical experience or an equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of and ability to maintain valid driver's license as issued by the State of Georgia. Must possess and maintain Georgia Water and Soil Conservation Level 2 certification.

**GENERAL STATEMENT OF JOB:** The position works within a general outline of work to be performed and develops work methods and sequences under the general supervision of the General Manager. This position monitors and inspects Spalding County Water and Sewerage Facilities Authority construction, rehabilitation, and installation projects for compliance with engineered construction plans, specifications, regulations and safety standards of quality and safety; and performs related administrative and technical work as required.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of heavy equipment, maintenance, equipment, machines and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Performs plan review for the Spalding County Water and Sewerage Facilities Authority ensuring construction documents compliance with applicable laws, ordinances, regulations, and standards.

Reviews and verifies engineering calculations submitted by consultant engineers.

Coordinates with Planning and Zoning staff and officials from local jurisdictions on review of preliminary and final site development plans.

Approves or disapproves plans and specifications and notifies appropriate design professionals.

Provides technical assistance to developers, engineers, and the general public.

Obtains GDOT GUPS permits for projects.

Attends and participates in pre-construction meetings.

Verify submitted as-builts are consistent with field construction and meet all applicable requirements.

Ensure as-builts are added to the Spalding County Water and Sewerage Facilities GIS database.

Conducts site visits inspecting water and sewer utility materials and installation at various stages of construction.

Oversee water main pressure testing and chlorination methods ensuring compliance with Federal, State and local regulations.

Assists in coordinating projects with Federal, State, and local agencies, as well as other outside agencies and organizations as required.

Performs general administrative work as required, including but not limited to attending meetings, preparing records and reports, entering, and retrieving computer data.

Performs other related duties as required.

June 20, 2022  
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