

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: PSA COORDINATOR

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage the operation and maintenance of PSA water and wastewater facilities. The position is responsible for supervising employees and projects, ensuring the safety of work sites, determining needed repairs, completing work orders, maintaining supplies, and assisting with budget preparation and monitoring. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through meetings, conferences and reports. Manages PSA operations during absence of the PSA Director.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Coordinates work activities with Wastewater Manager and Water Operations Specialist to insure proper operation and maximize efficiencies of PSA systems and facilities.

Participate in management team meetings to insure PSA goals are implemented and achieved.

Develops schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.

Examines water and wastewater systems, or facilities; and analyzes information to determine needed installations, services, or repairs. Interprets specifications, blueprints, and job orders in order to construct templates and lay out reference points for workers.

Develops water and wastewater maintenance programs and schedules to insure proper operations and efficiencies. Computes estimates and actual costs of factors such as materials, labor, and outside contractors.

Prepares or assists in preparation of water and wastewater construction projects plans and specifications.

Performs inspections of contractor work to insure compliance with PSA regulations and standards. Prepares/completes "as-built" project plans of completed work.

Patrols and monitors work areas and examines tools and equipment in order to insure efficiency and to detect unsafe conditions or violations of procedures or safety rules.

Monitors employees' work levels and reviews work performance. Counsels employees about work-related issues and assists employees to correct job-skill deficiencies.

Develop subordinate employees for advancement through internal and external training. Conducts or arranges for worker training in safety, repair, and maintenance techniques; operational procedures; and equipment use.

Develops, updates and maintains PSA work order system.

Manages PSA vehicle maintenance program.

Performs surveying as needed for water and wastewater construction activities.

Determines location of water line leaks and sewer stoppages/overflows in preparation of repair work.

Performs basic electrical work such as new installations, retrofit, component replacement and troubleshooting.

Locates PSA water and sanitary sewer facilities for internal and external work and contractors.

PSA COORDINATOR

Participates in budget preparation and administration, coordinating purchasing and documentation, and monitoring departmental expenditures. Requisitions materials and supplies, such as tools, equipment, and replacement parts.

Supervises year-end material and equipment inventory assessments to insure proper control and utilization of materials, supplies, equipment and tools.

Responds to emergencies during regular hours and after-hours, assesses problems and coordinates repairs.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Supervises the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as power and hand tools, vehicles, backhoes, chain saws, ladders, and other similar equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of a large department.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for continuous management and enforcement of the standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

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COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, construction plans, specifications, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or vocational training and two years of specialized training in construction management/operations or equivalent experience. Requires appropriate level of Virginia DCR Erosion & Sedimentation Control/Land Disturbing Certification and VDOT Work Zone Certification.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Commercial Driver's License, Virginia Class 4 Water Operators License and demonstrated ability to operate heavy equipment.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires ten years of related experience with five years in a supervisory position.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

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UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.