



Project Administrator

Annual Salary Range: \$72,092.80 - \$97,344.00

Fair Oaks Water District (FOWD) is committed to providing our community with an adequate and reliable supply of water, exceeding all drinking water standards, at the lowest reasonable cost. A full-time position offers a terrific team environment and excellent benefit package.

This is an open until filled recruitment for one position. The FOWD will fill this one position at either an Engineer or Project Administrator level.

The FOWD may schedule interviews to fill positions at any time during a continuous recruitment and may close a continuous recruitment without notice.

General Statement of Job

Under general direction of the Engineer, this position inspects the maintenance, repair, and construction of the Fair Oaks Water District (FOWD) water system and facilities; performs administrative duties to ensure execution of developer-initiated projects; performs a variety of engineering support; answers public inquiries regarding field service location, fire flow information and FOWD plan specifications; drives and operates vehicles.

Job Standards/Specifications

Knowledge of:

- Construction safety laws, rules, and regulations.
- Principles of bidding and contracting for public construction, including contract change orders and amendments.
- Methods and techniques of conducting site and field investigation.
- Principles and practices of project management and construction administration.
- Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of projects, particularly with technical field issues.
- Principles used in the design of water systems.
- Methods and techniques of engineering plan review and analysis.
- Water quality regulations and requirements.
- Microsoft Office software and software programs for project management.
- Standard business practices such as letter writing, report writing and preparing informational presentations.

Ability to:

- Effectively communicate verbally, in writing and electronically.
- Interpret designs, plans, and understand construction specifications.
- Create improvement plans for the construction of water infrastructure.
- Review, interpret, analyze, and modify engineering plans, drawings specifications, contract documents, and engineering reports for conformance to FOWD standards and approved budgets.
- Maintain detailed project management records and documentation.
- Create professional written technical reports.
- Explain regulations, policies, and procedures to others.

Desired Qualifications

- Minimum four years of technical experience related to civil engineering and construction management.
- Minimum of a bachelor's degree from an accredited college or university with major course work in civil engineering, construction management or related field.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- California Certified Water Distribution Operator Grade II or ability to obtain within one year of employment.
- California Certified Water Treatment Operator Grade II or ability to obtain within one year of employment.
- Graduation from high school or equivalent.
- Valid California motor vehicle operator's license.

HOW TO APPLY:

Applications and job descriptions may be obtained at <http://www.fowd.com/employment> or from the FOWD office located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628. Resumes and cover letters are encouraged but will not be accepted in lieu of the application packet. Application packets may be emailed to rsimon@fowd.com or mailed to the address above for consideration.

Only candidates chosen for an interview will be personally contacted. Any offer of employment will be contingent upon the candidate passing a background and reference check, and a pre-employment physical and drug test.

The FOWD is committed to continuously providing a workplace where equal employment opportunity is afforded to all people and where all employees are treated in a fair and reasonable manner – while understanding that it does not require a unique skill or particular talent for an employee to provide their best effort on behalf of the FOWD team.