

JOB DESCRIPTION

Job Title: Development Services Administrator
Reports To: Engineering Manager
FLSA Status: Non-Exempt
Department: Engineering
Date: May 9, 2024
Salary: To Be Determined

Summary:

Assist to plan and coordinate the provision of water services to subdivision developments and other projects to ensure compliance with tariffs, policies, and associated requirements including capital improvements, relocations, extensions, and new meters.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Help administer and coordinate water services for all subdivision and other development projects, including feasibility studies, legal contracts, approvals, and project reconciliations.
- Coordinate Aqua's water service requirements with the subdivision platting administrators of the various affected counties.
- Work with developers and customers requesting water service in fulfilling tariff and other requirements necessary to obtain service including platting, surveys, site plans, feasibility studies, and other requirements.
- Function as liaison for the development services manager, general manager, attorneys, engineers, developers, county officials, and others as required regarding subdivision development.
- Maintain subdivision development records.
- Assist in tracking the status of development requests from initiation to commission into Aqua system.
- Help maintain and calculate payment forecasts based on service agreements made for each development.
- Communicate new development policies or relevant changes in our process to Customer Service Department and any other relevant staff.
- Help prepare cost estimates, with the help of the engineering department, to establish scope, schedule and budget for establishing service with Aqua, as well as for construction improvements needed to service a proposed development.
- Coordinate and assist in the purchase or disposal of real property, to include working with negotiators, real estate attorneys, accounting, realtors, and any others as required.
- Aid in preparation of resolution(s) for the Board of Directors for approval to purchase property or to dispose of currently owned property.
- Works closely with engineering staff to guide the review of feasibility studies, internal subdivision plans, approach main designs, etc.
- Participates in the development and implementation of goals, objectives, practices and policies for the department.
- Prepare reports and correspondence as required by the position.
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree or equivalent from a two-year college or technical school; or seven (7) years of related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Understanding of Open Meetings Act is necessary.

Certificates and Licenses:

None required for this position.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.