

City of Dunedin, Florida
Class Description

JOB TITLE: Utility Data Control Coordinator
Utilities Department
Water Division

GENERAL STATEMENT OF JOB

Under general supervision, this position independently coordinates and acts as liaison across the water divisions Production and Distribution groups for efficient and accurate data retrieval and information sharing. Often requires clarifying and defining the scope of requests for the creation of new reports to meet the objectives of the project. Performs various technical/administrative duties as required. Serves as technical liaison between the Water Division, Information Services, other City Divisions, and external vendors to research and solve issues as well as define and clarify reporting requirements. The position reports to the Water Plant Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Compiles data and prepares multiple reports for internal water division activities and assets such as wells, valves, meters and backflows.

Maintains organized and documented filing system of all data and reports for public records.

Provides technical and administrative support to the Water Division for regulatory compliance to various state and federal agencies. These tasks require knowledge and ability to query, analyze, compile and report data from applications such as Access, QRep, Naviline, Tyler, ESRI Geographic Information Systems and other similar business and engineering databases. Examples include the preparation of content for the South Florida Water Management District (SWFWMD) Public Supply Annual Report and Wellfield Annual Report; the Florida Department of Environmental Protection (FDEP) Annual Reuse Report and the Environmental Protection Agency (EPA) Consumer Confidence Report.

Extracts, analyzes, and compiles data from Naviline, Tyler, GIS databases for reclaimed waters annual Report Card with usage allocations and historical usage information for consumers. Prints and prepares the door hanger Report Cards.

Manage, verify and maintain the ongoing collection of GPS/GIS data for water division assets. Manipulate and analyze GIS data for quality assurance, develop queries to ensure data quality.

Researches, compiles, sorts, tabulates, summarizes and communicates information from rules, regulations, guidelines, policy manuals, customer sources, computer data, reports, files, and other sources.

Provides information, resolves routine issues, and completes tasks that may include data entry, data retrieval, and coordination with other divisions / departments / agencies.

Provides information, assistance, and services to the general public, employees, and others in person, through computer business applications, by telephone, or by other forms of communication.

Prepares/processes requisitions for office/field purchases of materials, supplies, equipment, and services.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma, Associates degree preferred. Minimum two years of related database and/or utility experience.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Advanced Microsoft Office Suite (Word, Excel and Access) skills and affinity for working with and analyzing data.

Requires a valid Florida driver's license.

This position is Category C for the purposes of Dunedin Emergency Management. Employees in this category may be assigned to work as variety of schedules including compulsory periods in special work, emergency and/or disaster situations.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Utility Date Control Coordinator. Have excellent technical, bookkeeping, coordination, computer and interpersonal skills. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Is able to type accurately at a rate sufficient for the successful performance of assigned duties

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs. Has knowledge of basic mathematics.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Updated and Approved by: Janice Bennett, P.E., Utilities Director