

CITY OF BURBANK

WATER SERVICE PLANNER

DEFINITION

Under direction, to perform a wide range of administrative, professional, and technical duties in providing water utility services to customers; and to do related work as required.

ESSENTIAL FUNCTIONS

Meets and advises customers, developers, architects, engineers, and contractors regarding the requirements for new water services as set forth in the Department Rules and Regulations for water services; explains the Department policies, procedures, and fee schedules; reviews project plans including site and water plans; performs plumbing fixture count calculations; prepares and tracks work orders for the installation of domestic, fire, and irrigation services for residential, commercial, and industrial developments; prepares cost estimates for the installation and/or abandonment of water services; prepares job order packages using Work Order, Customer Information, and Oracle Financial software; reviews job status regularly; closes jobs upon completion; reviews and approves requests for Certificate of Occupancy; prepares weekly, monthly, and quarterly projects status reports; assists engineers in various field, office, test, or inspection work in construction, mapping, design, and data analysis in the areas of water distribution; conducts field checks to provide installation estimates and to coordinate and minimize conflicts with other utilities; calculates and compiles engineering requirements on water utility permits; maintains records of fees collected from customers; reviews and issues various permits for temporary hydrant meters, encroachments, excavation, and Public Works projects; prepares and maintains hydrant fire flow information as requested by contractors and engineers; updates drawings and performs miscellaneous engineering duties; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - AWWA Standards; modern principles and practices of civil engineering; methods and materials in the construction of water distribution systems; policies and regulations governing the construction, operation, and maintenance of water facilities; methods and techniques of engineering, drafting, mapping, and estimating; basic principles of customer service.
- Skill in – the use of computers and a variety of computer software including, but not limited to, AutoCAD, Microsoft Office, and Oracle Financial.
- Ability to – read civil drawings/water plans; perform basic engineering calculations with speed and accuracy; maintain appropriate records; prepare variety of reports and miscellaneous illustrative materials such as charts and graphs; foster a teamwork environment; organize and prioritize workload; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

Education / Training: An Associate's Degree from an accredited college in engineering or closely related field and two years of experience in office engineering and technical administration of a retail water utility. Six years of qualifying retail water utility experience may be substituted for the Associate Degree.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a Grade I Water Distribution Operator License from the State of California will be required within six months of employment.

SUPPLEMENTAL INFORMATION

None.