



Notice of Employment

Job Title: Project Coordinator Grade 1 - 3

Hiring Range: \$24.49 - \$40.18 per hour (Jan 1, 2020 Pay Rate) DOE

Covington Water District has an opening in our Engineering Department for an experienced Project Coordinator who will assist with administration of developer projects initiated with the District's Water Availability application process, to Developer Extension, through completion of Board acceptance. Provide contract management support for administration of District capital projects. Interacts with customers, contractors, local Fire Marshals, Cities and King County through inquiries and pre-design requirements. Complies data utilizing King County resources, GIS system and District information. Administration of TSA's, ULIDS's and ADU's. Administration of Time and Material for water availability and non-water availability requests. Administrative support to Developer Extension Agreement applications.

Minimum Experience/Education: Requires a high school diploma or GED and valid Washington State driver's license with the following experience:

Grade 1: Requires high school diploma or GED and 0 - 2 years of administrative/clerical.

Grade 2: Requires 2-4 or more year's related experience, development experience in a utility district or municipality strongly preferred.

Grade 3: Requires 5 or more year's related experience.

Development experience in a utility district or municipality strongly preferred. A basic understanding of Microsoft Project (scheduling), or Project Management Software, PowerPoint, and Visio is preferred. A thorough understanding of excel, word and outlook is required.

Benefits:

The District offers a full benefits package to include paid time off (vacation, sick and holidays), full family health insurance paid 100% by the District, State of Washington PERS retirement program, Disability, Life, EAP, HRA VEBA, and tuition assistance.

Application Information:

Individuals interested in applying for this position must submit online @ www.covingtonwater.com a completed District Application with cover letter stating what Grade you're applying for no later than December 18 @ 5:00 PM. Resumes will not be accepted without a completed application and cover letter.

Covington Water District is an Equal Opportunity Employer