



ARIZONA WATER COMPANY

Development Coordinator

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking a Development Coordinator join its Phoenix office.

Under the direction of the Vice President – Engineering, the Development Coordinator works with general supervision in the coordination, review and approval of developer-funded waterline and infrastructure projects.

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Under general supervision coordinates and manages the organization, engineering review and approval process of all outside consultants' design of waterline infrastructure for quality control and to ensure compliance with Company's material specifications, details, and design requirements.
- Determine the need for rights of way, plats, permits, easements, quit claim deeds and property transfers.
- Ensure all required permits, funding and approvals are obtained prior to the start of construction.
- Prepare developer-funded work authorizations and collect funds from developers.
- Act as Engineering department liaison to outside agencies, business and community representatives and other organizations to ensure the Company's requirements are communicated, its interests protected, and address matters related to the construction of developer-funded improvements.
- Respond to developer questions and inquiries.
- Coordinate waterline infrastructure projects with developer's engineer; Company's engineers, Division Managers and supervisors and perform other duties as assigned.

Required skills, knowledge and physical ability include, but are not limited to:

- Must be able to operate a personal computer and be proficient in Microsoft Word, Excel and MicroStation.
- Work cooperatively with others. Must be able to efficiently develop written correspondence, possess excellent organizational skills and communicate with the public in an effective and professional manner.

Required education, certification or licensing, training, and experience:

- Must have either a minimum of two years of college civil or mechanical course work or six years' experience in the design or engineering review of waterline infrastructure, or an acceptable combination of the two.
- Must have five years' experience as detail designer or waterline infrastructure with a public or private utility company.



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- Must have knowledge of engineering design standards and principles; City, County and State of Arizona potable water design requirements; be able to effectively represent the Company with customers, government agencies, developers, and contractors.
- Have the ability to efficiently develop written correspondence, possess excellent organizational skills and communicate with the public in an effective and professional manner.
- Ability to perform repetitive physical activities, including walking, sitting, standing, bending, stooping, reaching, keyboarding, and lifting up to 50 lbs.
- Must be able to make field surveys and site visits when necessary.
- Must have a valid Arizona driver's license with an acceptable driving record.
- Must acquire Arizona Department of Environmental Quality Grade 2 water distribution certification within the first 12 months of employment.

The company offers a competitive wage and benefit package, including company paid medical, vision, dental, holidays, vacation, and 401(k).

If interested send a detailed resume: awc-hr@azwater.com.