JOB DESCRIPTION

POSITION: **SENIOR POWER SYSTEMS PROJECT COORDINATOR**

LOCATION: **Carlsborg**

STATUS: **Regular, Full-time, Non-Exempt, Represented Position**

WORK WEEK: **Monday - Friday, 8:00 a.m. - 5:00 p.m.**

SUPERVISOR: **Distribution System Supervisor**

SALARY RANGE: **Range 20 ($5,245 - $7,439 per month)**

PURPOSE: Perform engineering and project management activities including planning, design, and coordination for new customer services, subdivisions, electric distribution extensions and upgrade projects to facilitate accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Work independently as a Senior District and/or Engineering Representative for PUD projects and initiatives.
- Provide start-to-finish oversight of large commercial, inter-agency and District projects, including design, planning, customer communications, contract administration and project management.
- Prepare and obtain highway, BPA, DNR, NPS, F&W and other permits as necessary for District or customer requirements.
- Design and construction inspection of Primary Distribution and/or Transmission power systems replacements, extensions and upgrades.
- Assist in the development and application of unit costs and design assemblies.
- Prepare estimates and work orders for developer and customer projects, maintenance and operating projects, city and county projects, chargeable, system improvements and building maintenance.
- Provide assistance and guidance to line crews, servicemen and customer service representatives for engineering-related matters.
- Perform various title searches, survey and easement acquisitions.
- Maintain key engineering data such as customer line data, transformer information, load information, one-lines and plant inventory.
- Draft legal descriptions and procure easements as needed to construct electric distribution facilities.
- Provide representation at pre-bid and preconstruction conferences and coordinate, administer, and inspect projects being performed by contractors.
- Participate in accident prevention program, including training and compliance with applicable rules and regulations.
- Interpret and apply pertinent District policies and regulations, including necessary communications and conflict resolution.
- Ensure compliance with pertinent governmental regulations.
- Develop requirements and prepare contracts for projects for external bid.

ADDITIONAL JOB FUNCTIONS:

- Administer street light maintenance agreements and serve as design point of contact to municipalities and outside agencies.
- Provide water and sewer or septic system information to customers.
- Assist in maintaining Outage Management System and function as Dispatcher Assistant during major outage events.
- Represent the District on interagency committees and working groups as directed.
- Make mapping corrections as required.
- Coordinate pole contacts for the service area(s).
- Train and direct other personnel in job-related operations.
- Report observed damage to District facilities.
- Other duties as assigned.

JOB STANDARDS:

Skills, Knowledge, and Abilities:

- Must have the ability to successfully administer and operate a satellite engineering office as the senior District engineering representative.
- Must have the ability to understand, follow and communicate accurate, clear and concise written and verbal information and instructions.
- Must have knowledge of local, State, and Federal laws, ordinances and rules governing the design, construction and operation of Electric Distribution facilities.
- Must have knowledge of utility materials, including applications.
- Must have the ability to communicate the District's service requirements, charges and rate schedules to customers and contractors.
- Must have knowledge of electricity, including load calculation, voltage drop, reactive power, and power transformation.
- Must have knowledge of distribution system protection and coordination.
- Must have the ability to perform drafting and surveying functions and interpret aerial photos.
- Must have the ability to draw and letter legibly.
- Must have the ability to learn and apply various computer programs, including AutoCAD and ESRI based GIS.
- Must have the ability to train others in necessary job skills.
- Must have a working knowledge of safe work practices and accident prevention procedures, tools and equipment as related to job functions.
- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have the ability to plan and organize work schedules, enforce policy and adjust to abrupt schedule changes.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.
- Must have the ability to make sound decisions regarding the application of District policies and guidelines, as well as developing solutions for dealing with problem situations.
- Must have math, reading and writing skills required for the job functions.
- Must have the ability to work from maps, blueprints, specifications and sketches.
- Must have knowledge of the National Electric Safety Code.

Experience and Training:

- Must have 16 years Power Systems Designer and Power Systems Project Coordinator experience and education, or equivalent. Note: Accredited Engineering degrees may equate to up to two year experience for each calendar year of study.
- Experience in surveying and mapping of utility systems is preferred.
- Must have an associate degree in Engineering or equivalent training and experience.

Other Requirements:

- Must demonstrate consistent excellence in electric distribution and/or transmission systems design and project management.
- Advancement from Power Systems Project Coordinator to Senior Power Systems Project Coordinator is contingent on the recommendation of Supervisor and approval of General Manager.
- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- Job functions will be performed in both indoor and outdoor environments.
- Work will occasionally be performed outdoors under adverse weather conditions.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven.
- Job functions will require working in the proximity of energized high voltage lines, cables and equipment.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 50 pounds. Materials, equipment and supplies will be lifted to and from trucks, equipment, shelves and the ground.
- The work requires the ability to operate office machines, tools and equipment associated with the job functions.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person, via email and on telephones and mobile radios.
- The work requires the ability to create detailed engineering drawings; to work in limited light and to differentiate among colors.
- The work requires the ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, climbing, pushing, pulling, bending, sitting for extended periods, lifting and carrying and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires driving and operating vehicles and equipment such as a pickup truck, AutoCAD workstation, blueprint machine, computers, copier, telephone and mobile radio.
- The job requires the use of surveying and drafting tools and hand tools such as an axe, machete, hammer and shovel.
- Future work practices may necessitate the use of different equipment, vehicles and tools.