



Operations/Engineering Coordinator

POSITION DESCRIPTION

Department:	Operations & Engineering	FLSA Status:	Non-Exempt
Reports To:	Director of Operations & Engineering	Union Status:	Non-Union
Supervises:	No	Employment Status:	Full Time
Job Code / EEOC Cat:	Click to enter text.	Date Revised:	Click to enter a date.

Purpose of Position

The Operations & Engineering Coordinator provides technical and analytical support for the Operations and AC Skyways Departments relating to GIS, GPS, enterprise databases, and other department-specific software. The position also performs quality control checks to ensure integrity of all infrastructure information contained in GIS, customer Information Systems (CIS) and Fiber network databases.

Position Responsibilities

The scope and duties of this position may change or be temporarily altered based on the evolving business needs of the Cooperative. The basic requirement of every position is to perform all tasks as assigned by your supervisor.

Key Responsibilities

Brief Description of Responsibilities

Essential

Responsibilities:

1. Develops and generates accurate staking sheets for construction crews and other Cooperative uses.
2. Drafts new and updates existing construction specification drawings and makes necessary changes to the construction assembly unity summaries utilizing Auto Cad.
3. Serves as a back up to meet with applicants for new service extensions and members who are upgrading an existing service to assist them with planning and to explain any Cooperative requirements, specifications or policies that may apply. Also assist, when needed, to develop appropriate cost estimates for billing the applicant or member in accordance with the Cooperative's policies.
4. Assist with developing estimated costs for billing for line relocations and yearly reviews of line extension costs.
5. Conducts research and verifies land ownership through public records and obtains necessary easement agreements from affected landowners. Informs individual property owners of the effects that easements or actual construction will have on the owner's property.
6. Review and organize contract maps and easements. Write and update easements, communicating with members regarding the project. Submitting any county, state or sovereign land permits as needed.
7. Updates and maintains system maps, Geographic Information Systems (GIS), and relational database for customer information systems.
8. Maintains updates on system model software and integrates model changes into the GIS. Also learns techniques and procedures necessary to fully utilize the engineering capabilities of the system model software.
9. Initiates, maintains and updates records of all new and existing underground facilities for reference, locating and maintaining the underground plants.

10. Serves as a member services representative of the Cooperative.

**Secondary
Responsibilities:**

Performs such other duties as may be assigned.

**Position
Requirements**

All position requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Key Requirements

Brief Description of Requirements

**Education, Licenses,
Certificates, and
Training Requirements:**

- A minimum two-year associate's degree in Geographic Information Systems (GIS), Civil Engineering, Cartography or related field is required; a four-year degree is preferred.
- Combined education and related experience is acceptable.
- Able to obtain and maintain Notary Public.
- Class C Driver's license required.

Experience:

- Work experience with an electric utility or closely related business and computer applications.
- Practical application of skills for a minimum of one year in a related type of organization is preferred.

**Knowledge, Skills and
Abilities:**

- Position requires a thorough knowledge of office administration and various computer applications.
- Possess good human relations and organizational skills.
- Willingness and ability to learn and adapt to new technologies.
- A basic knowledge and understanding of electrical theory and operations is required.
- Must possess a good command of the English language and be proficient in mathematics.
- Should have necessary physio-motor skills to operate office equipment including computer with typical business software, copier and other office machines.
- Must possess excellent verbal and written English language skills as necessary to carry out internal and external written and oral communications responsibilities with employees, the membership, and the public in a manner which instills confidence.
- Must have legible handwriting.

Work Environment:

Must be able to work in regular office environment.

Physical Demands:

Must have good hearing, eyesight and physical coordination.

This position shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Cooperative.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

ACEC reserves the right to revise or change the job responsibilities as business needs arise. This job description does not constitute a written or implied contract of employment, other than an "at-will" employment relationship.

Reviewed and approved:

_____	_____
Direct supervisor	Date
_____	_____
Department Head	Date
_____	_____
Human Resources	Date
_____	_____
CEO/General Manager	Date