



## JOB DESCRIPTION

### Utilities Project Coordinator

Date Prepared: April 2016

Class Code: 8031

**SUMMARY:** Under basic supervision, coordinates all utility related switching activities; updates and maintains electric and fiber related reference materials; performs critical checking duties to ensure safe work practices and continuity of service; facilitates and maintains project based inspection programs; supports all facility based compliance projects and develops various division and departmental reports.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develops safe switching orders and coordinates the scheduling of all maintenance related utility switching.
- Assists engineering group to schedule route changes to ensure flow of electricity and continuity of service.
- Notifies all appropriate parties of any maintenance related switching activities.
- Maintains an organized and current database of all switching programs.
- Schedules outages; writes switching programs.
- Supports the G&E work order database; coordinates with customer service for billing and invoicing of jobs; verifies work details are accounted for and recorded.
- Maintains warehouse inventory; maintains inventory usage and billable work orders; coordinates the ordering of inventory items; generates purchase orders, obtains quotes from vendors, tracks status of orders.
- Supports adherence to utility based compliance and inspection programs including CPUC General Orders, OSHA regulations and other applicable regulating bodies.
- Responsible for the development and maintenance of accurate division and department reports including council reports, monthly reports, outage reports upon request of the Utility Operations Manager.
- Maintains and update circuit maps and pole replacement database.
- Coordinates with maintenance and construction services to ensure telecommunications and network system resources are available.
- Participates in the development of plans and estimates for construction and repair of the telecommunications, internet services and fiber optic backbone system.
- Provides stand-by services off hours and responds to customer and system emergencies.
- Coordinates billing and invoicing of capital projects and property damage tracking. Including invoice database management and coordination with Customer Service Department.
- Responsible for issuing purchase requisitions to ensure equipment/supply inventory via Lucity database is adequate.

- Performs other related duties as required.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work- related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High School diploma or GED; AND three years of electric utility operations experience. Must complete 240 hours of High Voltage Electrical Training within six (6) month probationary period.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Electric and fiber optic system operating concepts.
- Basic electrical and communication system principles, procedures and components, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- Occupational safety and hazards precautions applicable to the work.
- Personal computer operations.

**Skill in:**

- Keeping records as required by regulatory agencies.
- Operating personal computers and specialized utility software applications.
- Remaining calm under stress or emergency conditions.
- Building relationships and fostering teamwork.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, outside consultants and the public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work may be performed in proximity to an electric generation plant and high voltage substations; may to be exposed to energized equipment. May be called in after hours and weekends as required to participate in unplanned restoration and switching activities.