

**CLASS TITLE:** Engineering Coordinator

**CLASS FUNCTION:** To assure that the electrical facilities of the cooperative are constructed, maintained and operated to accepted industry standards in accordance with sound engineering design. To assure that electric facilities meet applicable standards, safety and code requirements. Assist Engineering Staff and other departments as needed in the accomplishment of their specific functions.

**REPORTING RELATIONSHIPS:**

- Reports to: Engineering Supervisor

**EXAMPLES OF DUTIES:** (illustrative, not inclusive)

- Become familiar with the job duties of Engineering and Operations Staff, assisting as needed in day-to-day activities;
- Assist in building and interrogating the engineering analysis model (NISC, Operations Analytics, MilSoft WindMil and Light Table) and update consumer load information from Customer Information System and Meter Data Management softwares;
- Provide support in long- and short- range distribution system planning;
- Assist in preparation of construction works plans, and other planning related studies;
- Provide support for the project management of new substation and distribution feeder construction or modifications/upgrades of existing facilities;
- Negotiate on the Cooperative's behalf with contractors and members;
- Coordinates field inspections of construction projects; assist with Work Order inspection process
- Correspond with connected and business partner utilities on operating and planning matters;
- Possess a working knowledge of automated meter infrastructure (AMI), distribution/substation automation (SCADA) systems and develop a familiarization of related technologies;
- Possess a working knowledge of metering and distribution equipment controls
- Provide technical and field duty support for Distribution Design Technicians in the design and layout of construction projects as needed – particularly with large power loads, developments, large scale projects, and any requiring the development or adaptation of existing construction standards;

- Assist in training and developmental opportunities for the staff of the Engineering/Operations Department;
- Provide guidance regarding standards for system design, and in the use of Operations and Engineering software;
- Responsible for ACEC service requirements, construction units and standards, utilizing drawings, diagrams, photos and specifications as necessary to satisfy accompanying software and processes;
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Shall have a thorough knowledge and be familiar with distribution system components and their functions;
- Must maintain a high level of confidentiality;
- Must exhibit excellent verbal and written communication skills and have strong abilities in organization and work management;
- Shall possess the ability and knowledge to conduct coordination, voltage drop, motor starting and capacitor/regulator placement studies;
- Must have knowledge of computers and the ability to use computers. Ability to use and support Engineering software, CAD, AMR system software; database programs such as Access, spreadsheets such as Excel and word processing such as Word and Mapping (ESRI) software;
- Must have the ability to communicate technical information to those who have limited technical knowledge;
- Shall possess good teamwork skills;
- Shall possess the ability to attain identified goals in a self-directed manner;
- Must have the ability to recognize and analyze problems and identify creative, cost-effective solutions;
- Must have good communications abilities to assist members with concerns and to help them understand the basics of electricity and electrical system operation.

**EXTERNAL RELATIONSHIPS:**

- Members – Consumers
- Dealer and Vendor Representatives
- General Public
- Consultants
- Government (Local, State and Federal)
- Contractors

**NECESSARY QUALIFICATIONS:**

Associates degree in Electrical Engineering or closely related field or equivalent experience and knowledge with electric distribution systems; Valid Driver's License. Ability to adapt to rapidly changing technologies, work practices and tools. Ability to attend off site and potentially distant training or further education sessions. Ability to work outside of normal business hours as required.

**DESIRABLE QUALIFICATIONS:**

Bachelor's degree in Electrical Engineering or three to eight years of Engineering related experience with electric distribution systems and Engineering software, including experience in conducting protection coordination studies, two-year work plans and ten-year long range plans for a primarily rural electric cooperative; and a familiarity with distribution line (overhead and underground) design.

**PHYSICAL QUALIFICATIONS:**

May require some lifting of up to 40 lbs. on occasion. Involves mostly sitting but could involve long periods of standing or walking. This position involves a higher percentage of inside work although some outside work during all weather conditions is necessary as related to inspections, distribution design, planning, etc. The position will be required to drive a cooperative vehicle (a pickup or similar sized vehicle) to any part of the Cooperative service territory to address member and employee needs.

**3/2023**