

## **ELECTRIC DISTRIBUTION ENGINEERING COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for planning and supervising major electrical projects for Lafayette Utilities System. Major duties include transmission and distribution system design and supervision of installation, overhead and underground electric line construction contract management, and planning and zoning matters as they pertain to the utilities system and customer/developer relations. Supervision is exercised over a staff of Engineering Aides and Engineering Aide Specialists. Work is performed under the direction of the Utilities Distribution Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed by the incumbent may not be listed.)

Supervises and participates in the design of all aspects of electrical transmission and distribution projects and approves all work by subordinates for compliance with industry standards in technical and safety areas, including NESC. Reviews all applications to Planning and Zoning Department for compliance with requirements set forth by Lafayette Utilities System. Coordinates the installation and design of electric facilities and any plat requirements, letters of credit, etc., with the owner/developer of all commercial and residential developments. Prepares specifications and standards for material and labor contracts, evaluates bids and makes recommendations for contract awards. Oversees the bidding, awarding, execution and payments for the yearly overhead and underground electric construction contracts. Handles customer inquiries and complaints pertaining to electrical facilities owned by Lafayette Utilities System. Manages the acquisition of other local customers and facilities as it relates to the distribution system. Reviews and coordinates the relocation of electrical facilities in conjunction with Public Works and other highway projects. Performs any related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of the modern principles and practices of electrical engineering, including computer applications, as applied to the planning, budgeting, development, and operation of electrical distribution systems.

Thorough knowledge of electric distribution construction and relocation techniques.

Ability to plan, organize, and coordinate various phases of extensive engineering design projects and to ensure completion according to schedule, including ability to read and interpret contracts.

Ability to instruct subordinates in engineering principles, practices, methods, and techniques, and to give reliable advice on difficult engineering problems.

Ability to perform technical research, formulate appropriate recommendations and alternatives, develop forecasts, and prepare clear and concise technical reports.

Ability to make complex engineering computations and solve complex engineering problems.

Ability to supervise subordinate technical personnel and to establish and maintain effective working relationships with associates, subordinates, municipal officials, and the general public.

Ability to communicate effectively, both orally and in writing, to groups and to individuals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with courses in mathematics, engineering, industrial technology; knowledge of contract documents and professional office practices plus substantial experience in electric distribution system planning, design, construction and materials; supervisory experience; or any equivalent combination of training and experience.