

**JOB DESCRIPTION**  
**VIRGINIA PUBLIC UTILITIES**

Date Updated 8/15/11

Approved by \_\_\_\_\_

Bargaining Unit \_\_\_\_\_

Non-Bargaining

- I. **TITLE:** Coordinator-SWG Distribution
- II. **RATE OF PAY:** As per Personnel Policies for Non-Represented Employees
- III. **REPORTS TO:** Electric/Outside Distribution Director
- IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):
1. Ensures all areas of responsibilities are in compliance with standards, rules, and requirements of MNOPS, MHD, Minnesota Department of Labor & Industry's Steamfitter Rules & Codes for Power Piping Systems, OSHA, EPA, MPCA, all other applicable codes, and department policy.
  2. Accountable assisting with the safety and environmental compliance in all areas of responsibility according to department policy. Will assist with recommending safety and personnel development training, as required. Will be responsible for MNOPS requirements and ensuring appropriate employee training has been conducted.
  3. Will assist with the planning and scheduling, of steam, water, and gas systems. The Coordinator will also assist with the construction activities of all distribution systems within the jurisdiction of the Utility. Will document daily activities as required/necessary.
  4. Will assist with various engineering activities, including the use of CADD system, as necessary. May assist with the scheduling of work assignments within the engineering department. May provides engineering assistance and counsel to persons inside and outside the Utility, as required. Will assist in the responsibility for utility mapping needs and location of utility systems.
  5. Participates with engineering in the estimating, planning, design and/or establishing specifications for the construction of new facilities and equipment, repair and/or modification of existing infrastructure. Will assist in monitoring efforts of all departments on large projects, on major repair and capital improvements.
  6. Will assist in the planning of assigned major capital project developments from preliminary engineering, financial studies and funding, preparation and review of plans and specifications, bid advertisements and bid awards, pre-construction conferences to inspections of construction, progress payments for work accomplished, and negotiation of change orders, while maintaining quality assurance and achieve goals within budgeted funds; reviews progress, directs changes in priorities and schedules, as needed. Will compile reports on projects and programs assigned.
  7. Reviews development extensions and various permit applications for compliance with established engineering principles, standard specifications, and legal regulations. Reviews proposed development site plans for conformance with utility standards.
  8. Works with power plant department as needed.
  9. In the case of an extreme emergency situation, makes independent decisions that are in the best interest of the Utility.
  10. Will assist in the responsibility for the fleet of vehicles and mobile equipment used in department.
  11. Prepares and submits periodic and/or special operational and statistical reports, as required.

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12. Assists with ensuring policies, procedures, and standards remain in compliance with Utility regulations and state, federal, and local legal requirements. Will assist in ensuring proper application of established policies including review and inspection.
13. Assists with ensuring utility development and improvement through organizing and directing short- and long-range planning programs and projects; assist with the gathering, interpretation, and preparation of data for studies, reports, and recommendations regarding capital improvements, and any other related plans and/or policies; coordinates intergovernmental and interdepartmental participation in development and administration of community plans and policies. Ensures updating of the Utility's comprehensive plan as needed.
14. Assists with planning and submission of recommended annual budget, including cost estimates in areas of responsibility for capital, operations and maintenance items, and assist with operation within approved budget variables.
15. Will assist in the responsibility for establishment of steam, water, and gas standards. Assists the department responsibility for goals and action plans. Assigns work to subordinate supervisors, crew leaders, engineering, and work crews in the absence of the Electric/Outside Distribution Director. Assists in Establishing distribution crew work standards, performance standards for vendors and contractors, and equipment standards; evaluates crew, vendor, contractor, and equipment performance based on these standards.
16. Will assist with the department's responsibility for building and ground maintenance for steam, water, and gas buildings and distribution facilities for Virginia Public Utilities.
17. Responsible for assisting with the completion of all one-call notifications and right-of-way compliance for maintenance and project work for the steam, water, and gas distribution departments.
18. Represents the department as a technical liaison, when requested, for marketing and customer concerns. Assures the resolution of problems or emergencies affecting availability or quality of customer services. Provides technical assistance to other City departments as requested.
19. Assists and participates on special projects..
20. Maintains all required permits (including environmental) and assure compliance.
21. All other duties as assigned.

**V. WORK SCHEDULE:** Generally dayshift, Monday through Friday  
May be required to work weekends and holidays as necessary; will be scheduled for Weekend Duty  
Needs to be available for emergency callouts

**VI. MINIMUM QUALIFICATIONS:**

1. Educational – Bachelor of Science degree in Engineering (prefer Civil or Mechanical) preferred. Four (4) years of experience or degree in technical or industrial field and/or experience in construction and maintenance of steam, water, and gas systems preferred.
2. Experience with estimating and planning construction projects preferred.

**VII. PHYSICAL REQUIREMENTS** are those necessary to successfully perform the essential functions of this job:

1. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach

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with hands and arms

2. Must have ability to communicate with employees, customers, and vendors. Must have demonstrated skills in verbal and written communication.
3. Frequently required to walk, sit, climb or balance; occasionally required to stand and stoop, kneel, crouch, or crawl
4. Must occasionally lift and/or move up to twenty (20) pounds
5. Specific vision abilities required include close vision, distance vision, peripheral vision, and depth perception.

**VIII. WORK ENVIRONMENT:**

1. Often indoors but near moving mechanical parts and equipment
2. Often outdoors in heat, wet/humid, extreme cold, and exposed to fumes or airborne particles
3. The noise level is usually moderate