



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Utilities Engineering Assistant / Project Coordinator	FLSA Status:	Nonexempt
Dept./Div.:	Engineering	Civil Service Status:	Unclassified
Reports to:	Engineering Supervisor	Employment Status:	Full-time
EEO Status:	(3) Technicians	Normal Work Hours:	Day Shift
Employee Name:		DOT/O*Net Code:	11-9021.00, 13-1082.00, 005.261-014, 003.167-046, 005.281-010

GENERAL DESCRIPTION:

Under general direction, responsible and accountable for systematic and consistent execution of electric, fiber and water projects. Also responsible for the coordination, communication and enforcement of processes, procedures, and standards during the scope of projects.

POSITIONS DIRECTLY SUPERVISED:

None

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Computers and general office equipment, plotters, scanners, surveying equipment, underground utility locating equipment and GPS equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Act as the primary liaison between Bryan Municipal Utilities Engineering and departments, staff, contractors, consultants, government agencies and the public to coordinate, communicate, provide, gather and share project information as required. Including but not limited to Williams County, City of Bryan, Locating contractors, Ohio Utilities Protection Service (OUPS).
2. Work with the Operations Manager and Department Heads to determine, develop and define project scope and objectives. Develop and manage a detailed project schedule and work plan. Assists with maintaining cost estimates and change orders as necessitated.
3. Provide project tracking, reporting and weekly project updates of work performed by department.
4. Coordinating the work of the Engineering department with set deadlines on task(s) and/or project(s) to employees best positioned to complete them. Serves as a point of contact when multiple departments and/or employees are assigned to the same project.



5. Assist with the preparation of bid documents, development of requests for proposal responses and cost estimates.
6. Review and create rough sketches, drawings, specifications, and other engineering data as needed; draft detailed drawings of structures, installations, and diagrams for electric, water, communication, and drainage systems; prepare and update engineering drawings and schematics; prepare and update engineering drawings and schematics. Setting projects up from start to finish, including completion of as-builts.
7. Use and assist others in the use of GPS for construction projects, preliminary survey, preconstruction stakeout, final construction for as-builts.
8. Update records, prints, documents, databases of all BMU facilities for accurate documentation and overall digital records management.
9. Generates maps, reports, charts, graphs, and other products as needed, as well as identify utility facilities accurately.
10. Maintains tools, vehicles, and equipment at an acceptable and reasonable level.
11. Contributes to the departmental and organizational needs by reviewing and recommend technology to ensure that BMU has sufficient abilities as it relates to hardware, software, upgrades, new purchases, and data warehousing.
12. Conform with and abide by all written and non-written regulations, policies, work procedures and instructions, conform to all safety rules and use all appropriate safety equipment.
13. Works closely with and communicates professionally and openly with coworkers, management and customers providing friendly and efficient external and internal customer service; responds to requests for information and assistance and meets commitments.
14. Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; conform to all safety rules and use all appropriate safety equipment.
15. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other utility departments as needed; participate in required training as applicable; etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (200) drafting practices and techniques; (202) civil engineering; (204) water, electric and communication system designs; (205) surveying techniques; (257) applicable standards and regulations governing utility installations in the State of Ohio; (263) department policies and procedures; (422) records management; (477) proper safety practices; (531) local geographical area; (601) utility locating practices and techniques; (602) project management techniques; (602) GPS/GIS systems and reports



Skill in: (905) computer operation working with Microsoft Office programs; (909) adding machine or calculator operation; (920) Complex problem solving; (921) Critical thinking; (922) Judgement and decision making; (923) Reading comprehension; (958) motor vehicle operation; (960) use or operation of GIS, CAD, word processors, spreadsheets, data base programs, and other software

Ability to: (601) carry out detailed written or oral instructions; (609) recognize unusual or threatening conditions and take appropriate action; (611) define problems, collect data, establish facts, and draw valid conclusions; (620) adapt to different tasks and working conditions during the course of the work shift; (634) calculate statistics; (635) apply concepts of algebra and/or geometry; (636) apply concepts of trigonometry; (652) complete routine forms; (653) prepare routine correspondence; (654) perform duties with accuracy; (656) prepare maps, charts, graphs, or plans; (657) compile and prepare accurate reports; (684) communicate verbally with a wide variety of people and resolve issues and concerns to achieve customer satisfaction; (685) train or instruct others; (704) read and interpret documents such as operating and maintenance instructions, and procedure manuals; (708) read complex utility plans; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships without close supervision and to communicate and cooperate effectively with associates, supervisors, officials, private contractors, engineers, businesses and general public; (746) Handle conflict and uncertain situations; (747) flexible and multitask; (756) be consistently at work and on time, follow instructions, respond to management direction, and solicit feedback to improve performance; (774) use survey equipment in the planning, layout and construction of utility projects, (775) setup and use of various utility locate equipment; (781) work evenings, nights, holidays, and weekends.
Solve basic mathematical calculations

QUALIFICATIONS: An example of acceptable qualifications:

Prefer a bachelor's degree from an accredited college in project management, civil, electrical or mechanical engineering or GIS, GPS, CAD systems; three to five years in project or engineering experience; experience in the use of computers, including Microsoft Office and CAD software, plus if have ESRI GIS software and GPS survey equipment; or an equivalent combination of education and experience which provides the knowledge, skills and abilities needed to perform essential functions of position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid state driver's license.

WORKING CONDITIONS:

Facility and Work Area:

The work is performed in an office setting with good working conditions.

Physical and Environmental Characteristics:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is primarily an office position with employee working in a controlled office environment. Employee periodically performs his/her duties in the field at work projects with occasional exposure to noise, dust, heat, and other elements but with none continuously present to the extent of being disagreeable.

The employee:

- Is required to see color and distinguish letters, numbers and symbols.



- Moves within and outside of the building and projects sometimes standing for long hours. Frequently required to sit, walk, talk, hear, bend and reach. Ability to reach with hands and arms. ability to twist, lean back and bend forward
- Answers telephone calls, and occasionally bends, reaches, and pushes and pulls file drawers to file records and reports.
- Uses a computer terminal and other technical equipment to access, input, and retrieve data.
- A small amount of physical demand; periodic lifting or moving of lightweight materials, or occasional lifting of or moving of average weight materials.
- Works around heavy equipment, overhead and underground construction and excavations.
- Works in inclement weather, and sometimes around energized electrical equipment, and noise.
- Intense concentration and coordination required for at least 50% of the work period. Duties involve sustained periods of close, fixed mental and visual attention in conjunction with rapid and precise manual dexterity.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than O.O.L. strength ratings recommend.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

The position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The duties listed in this document are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This document does not create an employment contract, implied or otherwise, and may be amended at any time.

Bryan Municipal Utilities requires that all employees must consistently demonstrate their ability to be professional, courteous, and competent in all their interactions with the public, customers, and fellow employees.

My signature below signifies that I have reviewed my position description and that I understand the contents of my position description.

Supervisor Signature

Date

Employee Signature

Date