



Public Utility District No. 1 of Pend Oreille County

An Equal Opportunity Employer

Project Coordinator

Department/Location:	Engineering/Newport	FLSA Status:	Non-Exempt
Reports To:	Engineering Manager	Grade:	8
Supervises:	N/A	Revision Date:	09/12/2022

Job Description

Responsible for coordination and completion of engineering, operations, and customer service projects on time within budget and within scope. Oversee all aspects of projects. Coordinate deadlines, work with internal stakeholders, oversee third party contractors and consultants, and monitor and summarize progress of projects. Prepare reports for upper management regarding the status of projects.

These interrelated activities are to be performed to facilitate meeting the goals and enhance the efficiencies in providing quality service for the District to all of our customers. All duties are to be performed so as to represent the District in the most constructive manner possible through the appropriate accomplishment of the responsibilities and authorities assigned.

Essential Functions:

- Performing Project Coordination on assigned projects to include; defining project scope, forming initial project time line, identifying project members, and forming interdepartmental project teams.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Develop detailed project budgets based on scope and engineering team experience. Manage and track progress.
- Finalize final project scope to be included with request for proposals/bids. Manages changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Coordinate relationships with all relevant stakeholders.
- Work with department team to develop requests for proposals/bids, and evaluate, rank and rate responses.
- Review all project contracts and purchase orders before release to vendors.
- Schedule and review with the Engineering Manager the final contract and purchase orders before they are released.
- Assist in the development, issuance, processing, and record keeping of all project documentation, including but not limited to rights-of-way and/or easements for the District's electric and communication systems.
- Receive customer applications for services from customer service, determines requirements, performs records search; then, assist with preparation of work orders, plans, and material lists for field construction, including related mapping activities
- Track progress, monitor performance and quality of work performed under assigned projects. This includes visiting jobsites and field supervision of work.



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- Perform data gathering and informational tasks related to; the CMMS Program, budgets, system mapping, equipment and line numbering, new electric line extensions, electric upgrades, Purchase Orders, etc.
 - Use and continually develop leadership skills.

Other Duties:

- Assist customers with questions and/or concerns regarding engineering activities.
- Develop and maintain a working knowledge and comply with District safety procedures and specific safety requirements of this position in accordance with applicable provisions of the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
- Assist in updating and maintaining records for work orders, pole contacts, construction assemblies, and system maps.
- Maintain databases for multiple asset tracking software and record keeping.
- Assist in giving technical support to staff and outside agencies.
- Must work directly or indirectly with District customers and outside consultants and contractors on a regular, ongoing basis. Must provide a high level of professional, prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the District and to ensure high quality service to District customers.
- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.

Education, Experience, & Training Required

- High School Diploma
- Four (4) years' experience working in a utility administrative/office setting. Up to two (2) years of college education may be substituted.
- An appropriate AA Degree or Technical Degree will be considered in lieu of equivalent, related experience.
- Interpersonal skills including clear and concise communication both in writing and verbally.
- Ability to use independent and discretionary judgment; manage confidential information.
- Experience with project management software tools is a plus.

Other requirements if box is checked

- ☒ Valid driver license



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- ☐ CDL Endorsement
 - ☐ Professional license or registration
 - ☐ Post-offer drug test
 - ☒ Post-offer background check
 - ☐ Apprenticeship or other education/training required as a condition of employment, progression or advancement

Physical Requirements

- Work environment is split between office which is sedentary in nature, and outside work which exposes employee to uneven terrain and weather elements, including climate extremes (temperature, precipitation, wind, etc.).
- Occasional trips to other District work sites and other locations for project work, meetings, training, etc.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequently handle material of moderate weight, up to 15 pounds and occasionally 25 pounds.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Typically requires use of one or more senses of medium intensity and long duration.
- Under regular pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.

Approvals:

_____ Employee	_____ Date
_____ Manager	_____ Date
_____ General Manager	_____ Date
_____ Human Resources	_____ Date

Public Utility District No. 1 of Pend Oreille County is a publicly owned municipal corporation organized under the laws of the State of Washington. The primary purpose of the PUD is the efficient generation, transmission



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and distribution of electrical energy, as well as the provision of water and wholesale broadband services. The PUD serves the residents of Pend Oreille County and operates on revenues from the sales of its utility services. Employment at Pend Oreille County Public Utility District is at-will. This job description is not a contract of employment. Signing of this document is an acknowledgement of responsibilities assigned to this position.