



**JOB DESCRIPTION**

**TITLE:** Project Coordinator

**POSITION STATUS:**

**GRADE:** 21

Full Time       Part Time

**DEPARTMENT:** Engineering

Exempt       Non Exempt

**REPORTS TO:** Engineering Services Supervisor

**JOB SUMMARY**

Assists with preparation of project plans including estimates and timeframes for capital budget improvements associated with Distribution, Substation, and Operation departments.

**RESPONSIBILITIES**

- Assists in planning, coordinating, and monitoring capital budget projects for distribution, substation, and operational improvements.
- Assists Engineering Services Supervisor with administration of designated programs that includes directing contractors, monitoring budgets, and adhering to set schedules.
- Communicates status updates of planning, scheduling, and coordination of project activities including cost and deadline impacts to internal and external stakeholders.
- Creates and maintains project progress monitoring data to track each project.
- Updates and maintains schedule data to ensure project consistency and optimization including identifying potential process improvements to supervisor.
- Assists in resolution of project issues including any potential risks to team members by providing supporting documentation including policies and procedures.
- Communicates roles, expectations, and accountabilities to all team members on a regular basis.
- Prepares design documents including engineering drawings and estimates for distribution and substation jobs.
- Aids coworkers to ensure established project deadlines and related tasks are completed as assigned.
- Performs engineering calculations as necessary to determine requirements for electric system expansion or improvement.
- Performs key duties related to foreign attachment program including application review, field validation, and all associated record maintenance.
- All other assignments as directed by supervisor, manager, and General Manager.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree from an accredited college or university with major course work in a field related to engineering, planning, construction, or related field with relevant work experience related to utility design and construction practices.
- Knowledge of basic project estimating, project management practices, and contract development and monitoring.
- Ability to work well with other users.

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Reviewed By: Paul Martinez      Title: Director of Engineering

Approved By: Tammye Riley      Title: Director of HR

Last Revised Date: 10/3/2021      Date Issued: 2/9/2018



**JOB DESCRIPTION**

*Safe. Reliable. Yours.*

- Ability to communicate effectively both orally and written.
- Ability to effectively manage time and projects.
- Ability to prioritize and manage changing priorities.
- Ability to operate office equipment/computers with knowledge of Microsoft Windows and Office.
- Ability to perform basic mathematical calculations.
- Ability to effectively manage time and projects.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to establish and maintain good working relationships with internal and external customers.
- Possess valid Texas Driver's license and have a good driving record.
- Must be physically and mentally able to perform the essential functions of the job described with or without reasonable accommodation, including being able to lift up to 50 pounds of materials.
- Bondable

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Reviewed By:	Paul Martinez	Title:	Director of Engineering
Approved By:	Tammye Riley	Title:	Director of HR
Last Revised Date:	10/3/2021	Date Issued:	2/9/2018