

SYSTEMS ENGINEERING SERVICES COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for overall coordination and administration of Geographic Information System (GIS) projects related to Lafayette Utilities System and supervision of the GIS Division of Network Engineering. Incumbent has supervisory responsibilities for employees classified as Electrical Engineering Aide Specialist and Electrical Engineering Aide and reports to the Network Engineering and Operations Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Serves as project manager to coordinate various project teams, employees, consultants, contractors, engineers, and environmental specialists. Ensures that schedules and timelines are being met and all involved parties are receiving the same information. Resolves problems with projects, within parameters, as necessary. Reviews plans for projects with project engineers, assigns work to subordinates, and supervises and reviews progress of other employees in the section. Reviews annexations to provide input as relates to GIS and oversees preparation of related ordinances.

Provides technical support for the day-to-day implementation and operation of the GIS system. Develops and maintains standards for all GIS applications within the department. Oversees GIS software upgrades for all GIS applications and approves necessary purchases. Manages GIS vendor contracts and oversees a budget used for training, equipment, stock supplies, upgrades, etc. Writes specifications for purchase of GIS-related equipment and/or contractual services. Responds to requests for and furnishes reports as required to other areas of LCG, other public agencies, or administration.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of automated mapping and spatial information processing methods and techniques.

Thorough knowledge of relevant GIS software and hardware.

Knowledge of local, state, and federal laws as related to contracts, contract administration, change orders, and payments.

Knowledge of the approved budgetary, funding, and payment processes as related to utility GIS projects.

Knowledge of local, state, and federal regulatory requirements pertaining to large scale utility projects.

Ability to accurately compute and project costs, volume, amounts, time requirements, and related matters under distracting conditions.

Ability to communicate clearly and concisely, verbally and orally.

Ability to use personal computer equipment in the work environment quickly and efficiently.

Ability to form and maintain productive working relationships.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in geography, computer science, planning, engineering, industrial technology, or related field, and considerable experience in geographic information system design, large scale project management; or any equivalent combination of training and experience.