

SYSTEMS ENGINEERING SERVICES COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for overall coordination, administering, paralegal, and regulatory compliance aspects of large-scale construction and special projects, supervision of a departmental Geographic Information System (GIS), and obtaining servitudes and real property acquisitions. Incumbent supervises a staff of engineering aid specialist and engineering aids and reports to the System Engineering 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 team leader 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. Monitors and supervises construction inspection, contract payment authorization, change orders, final acceptance, and related matters for large utility capital improvement projects. Reports updates and briefs elected officials, citizens, regulatory agencies, and management. Resolves problems with the project, within parameters, as necessary.

Reviews plans of rights-of-way and construction projects with project engineers. Assigns work to subordinates. Supervises and reviews progress of other employees in the section. Negotiates the more difficult servitudes and real property acquisitions. Obtains and evaluates abstracts, appraisals, and property descriptions.

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 hardware and 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. Tracks the progress of the GIS program, and furnishes reports as required. Makes presentations to the public upon request. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

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

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

Thorough knowledge of relevant GIS software and hardware.

Considerable knowledge of servitude and rights-of-way acquisition procedures, and the laws that pertain to property rights for utility purposes.

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 construction 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 with management, contractors, elected officials, employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

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