

Engineering Project Coordinator

Shakopee Public Utilities has an opportunity in the Engineering Project Coordinator. This position assists in the construction and maintenance of electrical and water systems by reviewing, drafting and staking project designs; recording as-built data on record plans; and update system maps.

Primary Duties and Responsibilities include:

- Prepare water main and electrical system construction design documents by drafting plans and maps using computer-aided and methods; reviewing engineering specifications, sketches and supporting documents; drawing multiple views of electrical system plans and seeking input and approval from the Engineering Supervisors and Superintendents.
- Stake for water main and electrical system construction projects by reviewing maps, plans and system drawings, implementing appropriate surveying techniques and marking planned route of new underground utility lines.
- Assist in construction project management by providing liaison with contractor field representatives, monitoring the project database, and drafting and filing easements.
- Approve completed construction work by inspecting system construction for compliance with design specifications and standards; discussing any design modifications made by contractor or utility field staff; and reviewing design-related project issues with the Engineering Supervisor.
- Maintain utility system project documentation by filing proposed, in-progress and completed project plans, maps and cost estimates in an orderly and timely manner; developing a projects database, modifying maps, recording as-built data on record plans; and maintaining internal documentation based on input from field staff.
- Maintaining technical knowledge by remaining current on AutoCAD Map/Civil3D software revisions, attending educational workshops; reviewing technical publications; establishing professional networks
- Review water distribution system construction documents by checking plans for compliance with design criteria and approved water main installation standards; coordinate the revision of plans as necessary until complete and approved for construction by the General Manager.

Minimum Qualifications

- Associate degree in civil engineering, Electrical Engineering, Construction Management or closely related degree; or four years of related work experience.
- **Experience:** One (1) years of experience in automated drafting using AutoCAD Map and or AutoCAD Civil3D, prior experience with utility system design preferred.
- **Other:** Considerable knowledge of modern drafting techniques. Knowledgeable in electric system design and engineering techniques. Familiar with the principles and practices of electrical power distribution systems. Effective written and verbal communication skills. Valid Minnesota Driver's License

Submit resume and application to HR@shakopeeutilities.com or by mail to Shakopee Public Utilities, Attn: Human Resources, PO Box 470, 255 Sarazin Street, Shakopee, MN 55379-0470.



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**SHAKOPEE PUBLIC UTILITIES
POSITION GUIDE**

January 2024

Position Title: Engineering Project Coordinator
Department: Planning & Engineering
FLSA Status: Non-Exempt
Organizational Relationship:
Reports to: Engineering Supervisors
Supervises: None

Position Summary:

Assists in the construction and maintenance of electrical and water systems by reviewing, drafting and staking project designs; recording as-built data on record plans; and update system maps.

Essential Duties and Responsibilities:

- Prepare water main and electrical system construction design documents by drafting plans and maps using computer-aided and methods; reviewing engineering specifications, sketches and supporting documents; drawing multiple views of electrical system plans; and seeking input and approval from the Engineering Supervisors and Superintendents.
- Stake for water main and electrical system construction projects by reviewing maps, plans and system drawings; implementing appropriate surveying techniques and marking planned route of new underground utility lines.
- Assist in construction project management by providing liaison with contractor field representatives, monitoring the project database, and drafting and filing easements.
- Approve completed construction work by inspecting system construction for compliance with design specifications and standards; discussing any design modifications made by contractor or utility field staff; and reviewing design-related project issues with the Engineering Supervisor.
- Maintain utility system project documentation by filing proposed, in-progress and completed project plans, maps and cost estimates in an orderly and timely manner; developing a projects database, modifying maps, recording as-built data on record plans; and maintaining internal documentation based on input from field staff.
- Maintaining technical knowledge by remaining current on AutoCAD Map/Civil3D software revisions, attending educational workshops; reviewing technical publications; establishing professional networks
- Review water distribution system construction documents by checking plans for compliance with design criteria and approved water main installation standards; coordinate the revision of plans as necessary until complete and approved for construction by the General Manager.
- Contributes to team effort by assisting the Engineering Supervisors to provide support to the electric and water departments; accomplishing related results as needed.
- Other duties as may be required.

Competencies:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs workflows and procedures.

Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.



Leadership – Inspires and motivates others to perform well. Inspires respect and trust. Accepts feedback from others. Provides vision and inspiration to peers and subordinates. Gives appropriate recognition to others. Displays passion and optimism. Mobilizes others to fulfill the vision.

Managing People – Includes others in planning, decision-making, facilitating, and process improvement. Takes responsibility for subordinates’ activities. Makes self available to others. Provides regular performance feedback. Assist Director of Planning and Engineering in developing coworkers’ skills and encourages growth. Fosters quality focus in others. Improves processes, products, and services.

Business Acumen – Understand business implications of decisions. Displays orientation to economic efficiency. Aligns work with strategic goals.

Strategic Thinking – Develops strategies to achieve organizational goals. Understands organization’s strengths & weaknesses. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Results – Able to articulate and drive need for timely, high-quality results. Motivates by personal example of hard work, dedicated to results. Internally driven to achieve; sets high personal standards. Institutes systems to monitor progress, assure sustainable results. Anticipates, diagnoses, works through roadblocks. Continually seeks to improve work results and methods.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

Associate degree in Civil Engineering, Electrical Engineering, Construction Management or closely related degree; or four years of related work experience.

Desirable Qualifications

Bachelor of Science degree in Civil Engineering, Electrical Engineering, Construction Management or closely related degree from an accredited college, university, or technical school.

Experience: One (1) years of experience in automated drafting using AutoCAD Map and or AutoCAD Civil3D, prior experience with utility system design preferred

Other: Considerable knowledge of modern drafting techniques. Knowledgeable in electric system design and engineering techniques. Familiar with the principles and practices of electrical power distribution systems. Effective written and verbal communication skills. Valid Minnesota Driver’s License

Position Essential Physical Requirements:

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. While performing the duties of this job, the employee is required to sit and/or stand more than 2/3 of the workday.

The duties listed above 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.

The Position Guide does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Shakopee Public Utilities and the requirements of the job change.