



UNION JOB DESCRIPTION

TITLE: Maps & Records Coordinator

DEFINITION:

Creates and maintains accurate electronic databases and paper records of the District's electrical facilities. Performs complex reprographic and documentation activities. Conducts detailed research of various District records and coordinates information distribution.

DISTINGUISHING CHARACTERISTICS:

This position has four (4) levels: Maps and Records Coordinator Entry, I, II, and III. Movement from one level to the next is not automatic, but based on the following:

- Maps & Records Coordinator Entry must meet minimum qualifications.
- Maps & Records Coordinator I must be proficient in Print Room Primary Function Area all Entry Level Assignments, and Advanced Level Assignments 1 – 5.
- Maps & Records Coordinator II must be proficient in the Print Room and Mail Bag Primary Function Areas, all Entry Level Assignments, and Advanced Level Assignments 1 - 8.
- Maps & Records Coordinator III must be proficient in all Primary Function Areas, all Entry Level Assignments, and all Advanced Level Assignments.

Maps & Records Coordinators are required to obtain proficiency in all functional areas within three (3) years. Rotation for experience and training will be established by the Lead Maps & Records Coordinator and Manager. Advancement from one level to the next is not automatic but dependent upon completion of training and demonstrated proficiency in the functional areas. This position requires reassignment of job duties within the department to balance workload, address business needs or to maintain skill proficiency adequate to perform relief for vacation, sickness, heavy workloads, etc.

Primary Functional Areas:

1. Print Room

For a minimum of six (6) months experience, prints:

- (a) Large underground construction drawings;
- (b) Engineering overhead line and substation construction prints; and
- (c) Miscellaneous prints.

2. Mail Bag

Processes crew copies for a minimum of six (6) months experience.

3. Pole Posting

Posts overhead sketches and updates pole and transformer inventories electronically for a minimum of six (6) months experience.

4. Confirming Sketches

Prepares and/or processes car/poles, damage claims, equipment records, storms and confirming sketches for a minimum of six (6) months experience.

Time Requirements for Progression:

A competent worker should progress through the levels of Maps & Records as follows:

- Job Start as MRC Entry to 6 months 6 months
- Job Start as MRC Entry to Coordinator I additional 6 months
- MRC II additional 12 months
- MRC III additional 12 months

Incumbents may advance faster than outlined above if they demonstrate required proficiency as determined by the Lead Maps & Records Coordinator and the Manager, GIS/Maps Records & Drafting.

BASIC RESPONSIBILITIES:

Entry Level Assignments:

1. Files drawings accurately.
2. Maintains and orders supplies for copiers, laminator, laser printers and wide-format plotters in the GIS Specialist, Drafting, Maps & Records and Distribution Engineering Departments.
3. Operates all reproduction machines.
4. Makes copies as requested.
5. Performs lamination of documents as required.
6. Adds PCB information to transformer history system.
7. May assist with field work.
8. Picks up and makes deliveries as requested.
9. Scans and catalogues documents as required.
10. Maintains electronic index of all underground drawings.

Advanced Level Assignments:

1. Enters numerical and descriptive data into databases.
2. Prints and distributes consolidation drawings, maintaining uniform records throughout all District Engineering workgroups.
3. Prepares end-of-month report detailing specific workgroup output and material/supply usage.
4. Answers department telephone inquiries.
5. Prepares materials and related forms for archive submittal and retrieval.
6. Prints and distributes as-built drawings, adhering to document versioning control requirements.
7. Maintains and distributes up-to-date pole guide.
8. Creates and maintains various indexing files for drawings and reference materials.
9. Conducts research to maintain transformer history databases.
10. Posts new construction overhead and underground transformer information to databases.
11. Performs necessary field work to clarify drawing information.
12. Performs indexing and archiving of technical documentation in conjunction with the District's Public Records requirements.
13. Performs research of sketches and all other documentation as requested.

OTHER RESPONSIBILITIES:

1. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic math skills.
- Computer applications and software (such as electronic mail and calendaring, word processing, spreadsheet and database applications) at an entry level.
- Interpersonal communications.

MINIMUM QUALIFICATIONS: (continued)

Ability to:

- Demonstrate basic computer skills using various computer applications (i.e., spreadsheet, word processing, and database).
- Consistently enter accurate numerical sequences into databases.
- Maintain file systems; file alphabetically and numerically.
- Work well with others, take direction, and be self-motivated.
- Keyboard at 25 words per minute.
- Physically perform assigned duties in field (staking, measuring, surveying, clearing, etc.) as requested.
- Physically lift and carry up to 50 lbs on a daily basis of boxes of paper, lift U-Map books, lift stick-files and load rolls of paper to Engineering plotters and reams into copiers.
- Operate related office equipment.
- Learn and use District computer systems/software systems.
- Coordinate a variety of assignments/tasks simultaneously.
- Perform simple arithmetic calculations.
- Write neatly and legibly.
- Maintain paper records following uniform filing procedures and electronic files per District requirements.

Education/Experience:

- High School diploma or equivalent.
- Successful completion of Fundamentals of Electricity (within first 12 months from start date).
- Successful completion of various computer application classes (within first 6 months from start date) necessary to perform Maps & Records tasks.

License or Certification:

- Valid Washington State Driver's License.
- Successful completion of keyboard test at 25 words per minute.
- Successful completion of an alpha- numeric data entry test at 100 net keys per minute.
- Successful completion of a basic level computer applications and software skills testing.
- Successful completion of a filing test.

WORKING CONDITIONS:

- Work is performed primarily in an indoor environment.
- Incumbent must be able to frequently lift and carry boxes, books and papers weighing up to fifty (50) pounds on a daily basis.
- Occasional trips to the field will be required to verify District records and/or equipment, possibly exposing the incumbent to adverse weather conditions, energized equipment, and/or uneven terrain.
- Incumbent may also be exposed to chemicals while maintaining associated reprographic machines. Incumbents perform repetitive movements from use of a computer and mouse.