

**DISTRICT OF SUMMERLAND
ELECTRICAL UTILITY ROLES AND RESPONSIBILITIES**

Title: Distribution Coordinator

Pay Grade: Distribution Coordinator

Department: Electrical Utility

Location: 9215 Cedar Ave Summerland

Supervisor: Director of Utilities

Reviewed: June, 2026

SUMMARY

Reporting to the Director of Utilities and under the direction of the Foreman, a Distribution Coordinator is qualified to coordinate planning and work on all classes of overhead and underground line work. A Distribution Coordinator is responsible for his/her work to be carried on safely and efficiently.

ROLES AND RESPONSIBILITIES

Safety

1. Represent the Electrical Utility safety culture high standards in all his/her duties and the hands-on example to other employees.
2. Adheres to and maintains familiarity with WorkSafeBC regulations
3. Ensures compliance with Part 19 Electrical Safety
4. Maintain current knowledge of the Safety Standards Act
5. Report unsafe or harmful condition and acts as soon as possible
6. Wear supplied PPE

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General Duties

1. Electric Utility Service Requests
 - Coordinate electrical design reviews
 - Conduct field reviews to support the design process
 - Review designs for compliance with utility standards and guidelines
 - Support Line Crew during construction
 - Complete inspections and submit inspection reports
 - Support Line Crew to complete closeout paperwork
 - Closeout paperwork review
 - Update estimating tool with latest standards, practices and provided costing
 - Identify requests that are inactive
 - Distributed Generation approvals
 - Explaining processes, procedures and requirements to staff and applicants
 - Respond to development Internal Referrals
2. Project Coordination
 - Write RFPs, RFQs, Tenders, as requested
 - Complete electric utility capital projects on time, on schedule and on budget
 - Work with Utility staff on schedule
 - Work with Procurement staff
 - Evaluate proponent bids
 - Work with contractors
 - Administrate Projects and contracts as requested
 - Grant applications and reporting as directed
3. Asset Management
 - Ensure the Electric Utility Asset Management program is executed
 - Provide analysis for the asset replacement program
 - Provide Line Crew with assessment tools
 - Ensure updates are completed in databases and GIS with Asset data as necessary
 - Assist finance with Asset Retirement Obligations and fixed asset data
4. Operations
 - Assist Foreman with maintenance schedules
 - Assist Foreman with tool and equipment tracking
 - Assist Foreman with outage planning
 - Assist Foreman with traffic control
 - Assist Foreman with procurement
 - Assist Director with telecom contract management
 - Responsible for BESS Operations
 - Locates as needed
 - Responsible for positive work culture
 - Other duties as directed

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WORKING CONDITIONS

This position requires full abilities for Walking, Standing, Sitting, Reaching, Bending, Squatting, Kneeling, Driving, Lifting and Carrying, Using Hands and Stair Climbing. May be exposed to inclement weather while working outside.

KNOWLEDGE, SKILLS, AND ABILITIES

- Journeyman Powerline Technician Red Seal with 8 years' experience or
- Construction or Industrial Electrician Red Seal or equivalent with 8 years' experience or
- Electrical Engineering Technologist Diploma
- Valid Class 5 driver's license
- Knowledge of Windows based computer software applications.
- A proven track record and commitment to safe procedures and encouraging a safe work environment.
- Strong client service orientation with good interpersonal skills.
- Field Safety Representative (FSR) Class A or Class A-R, an asset