

MAJOR FUNCTION

This is very responsible administrative, engineering, and supervisory work in the areas related to planning, construction, operation, and maintenance of the City's electric distribution system. The incumbent is considered to be a subject matter expert in the assigned area and is responsible for highly technical engineering work or administrative work such as complex design engineering, safety engineering services, complex engineering studies and analysis, training support, project management, quality assurance, budgeting, purchasing, operation/maintenance of electric utility facilities or system. The employee works with extensive independence receiving general review and direction from the Engineering/Operations Manager. The work is reviewed through conferences, reports, observations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules, assigns, and trains subordinate personnel. Performs studies and assesses alternative solutions to problems related to distribution system including protective systems and metering requirements. Provides assistance as required to the planning engineers, consulting engineers, and others who are engaged in the planning and design of the City's distribution system facilities. Assists in the overall planning, design, construction, operation, and maintenance of the City's Electric Utility facilities. Conducts appropriate studies and implements sound solutions in order to assure system's proper and correct functioning during normal and abnormal conditions. Assists in the supervision and management of all personnel within the Power Delivery-Distribution Engineering. Develops budget, scope of work documents, and performs project engineer or manager duties on various projects and programs. Performs engineering design work on existing or proposed facilities of the Electric Utility system as required. Reviews specifications and plans, evaluates vendor proposals, and provides recommendations for purchasing. Prepares and reviews technical, economical, and other reports. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Requires the use and exercise of independent judgment. Assists in preparation of the Division's budget. Acts in the absence of the Engineering/Operations Manager. Performs various administrative activities and functions. Performs other work as required.

Other Important Duties

Keeps abreast of general and job specific developments in area of responsibility. Performs special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the modern practices, methods, techniques and equipment used in activities involved in one or more of the areas of the electric distribution utility operations. Ability to understand and apply computerized solutions to engineering problems. Ability to prepare and/or modify drawings in electronic format. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to manage complex projects and assignments for prolonged periods of time. Ability to manage change. Ability to maintain records and coordinate and/or supervise subordinates or assigned contractors. Ability to maintain effective working relationships with fellow employees, contractors and the general public. Ability to communicate clearly and concisely orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in Engineering Technology or electrical engineering from an ABET-accredited college or university and five years of professional experience in planning, designing, operating, and maintaining electric distribution systems. A master's degree in engineering may substitute for one year of the required experience.

Note: Preference may be given to applicants with one year of supervisory experience or two years of project manager experience in planning, designing, operating or maintaining electric distribution systems; or in any electric utility field.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment.

Applicants possessing a bachelor's degree in Engineering Technology must obtain the Fundamentals of Engineering (FE) designation within six months of hire as a condition of employment.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Revised: 07-27-87
02-13-90
08-20-90
03-19-93
04-23-04*
08-14-06
10-12-06
09-02-11*
08-06-12
06-03-25