

MAJOR FUNCTION

This is responsible work coordinating the planning, design, permitting, construction and inspection of existing and new electrical facilities. Work is performed with considerable independence under the general administrative direction of the Electrical Engineering Administrator. Work is reviewed through conferences, reports, observations, customer feedback and by results obtained.

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

Assists in the initial planning and design of new electric facilities. Monitors permit applications and coordinates or directs survey crews. Coordinates with consultants on preparation of specifications and contract documents involving electrical engineering considerations. Serves as City representative and inspector during construction to determine if work is completed in accordance with specifications. Prepares plans and schedules and purchases materials for required maintenance work. Prepares plans, drawings and cost estimates for electric line relocations and coordinates work with City construction crews or contractors. Prepares and coordinates contract bids when work is contracted out. Administers City-Talquin Electric Territorial Agreement (TEC) and coordinates related interactions. Performs related work as required.

Other Important Duties

Keeps abreast of evolving ideas, procedures and solutions through the review of electric and equipment trade journals. Participates in staff development opportunities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of engineering as applied to electric facility construction, operation and maintenance. Considerable knowledge of the principles, practices, methods, materials, tools and licensing requirements governing line construction and maintenance. Considerable knowledge of the principles of electricity, electrical circuits and wiring systems. Knowledge of environmental laws governing construction and maintenance. Ability to evaluate and select line routes, prepare specifications and make estimates on proposed transmission lines. Ability to determine materials, equipment, labor and cost for relocation or maintenance. Knowledge of the requirements for filing permits. Ability to establish and maintain effective working relationships as necessitated by the work performed. Ability to write clear and concise reports. Ability to communicate effectively, 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

Graduation from a community college with major course work in electrical engineering technology, drafting and design, or a related field and five years of experience that includes electric transmission and distribution or a closely related field, or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a valid class "E" State driver's license at the time of appointment.

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02-15-90
10-13-98
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