

MAJOR FUNCTION

This is an entry-level professional position that provides engineering support to the Electric Utility in one of the operational areas including: Power Engineering, Production, System Reliability and Transmission Services, Planning or Transmission/Distribution. The incumbent will perform engineering work on a variety of equipment and systems within the assigned area of responsibility. The incumbent is responsible for technical work in the particular engineering discipline. Work is checked upon completion for technical proficiency and adherence to standard practices.

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

Performs engineering tasks requiring application of engineering principles and prescribed methods, procedures and standard designs to perform work of specific and limited scope. Assists in the development of project/study plans, specifications and bid documents. Evaluates bid/proposal documents and develops award recommendations. Prepares bid specifications and purchase requisitions. Performs operating and economic feasibility studies and evaluates alternatives. Responsible for the execution of assigned projects and studies. Provides field direction for assigned projects and studies. Coordinates or prepares various internal and external reports. Maintains accurate and complete records and files. Performs related work as required.

Power Engineering: Conducts field work in staking poles and lights, checking temporary service for safety and construction requirements and prepares field notes. Assists in the design of transmission, substation, distribution and system protection designs. Participates in the development of standards for design and materials for the transmission and distribution system.

Planning: Participates in determining power supply and delivery studies including generation, transmission, substation and distribution additions and modifications. Participates in the development of forecasts for energy requirements and peak demand. Participates in the analysis of various demand side management programs and their impacts on the electric system.

Production: Provides engineering support to operations and maintenance personnel. Prepares for and conducts unit/equipment performance and diagnostic testing. Develops repair recommendations. Oversees major outage activities as assigned.

Transmission & Distribution: Provides engineering support to Division field personnel. Assists in the review, installation, testing and setting of system protection devices.

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**

Knowledge of mathematics and fundamental sciences. Knowledge and understanding of engineering principles and their applications. Ability to communicate effectively orally and in writing and to maintain records and prepare reports. Ability to understand and apply computerized solutions to engineering problems. Ability to interpret drawings, diagrams and instruction manuals. Ability to prepare and/or modify drawings in electronic format. Ability to prepare costs estimates, specifications and bid/RFP documents. Ability to read, understand and follow policies and procedures. Ability to maintain effective working relationships with coworkers and contract forces. Ability to communicate

and express oneself clearly and concisely both orally and in writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering.

Necessary Special Requirements

A successful candidate will be required to complete a personnel risk assessment consisting of an identity verification and seven-year criminal history screening (minimum) and maintain satisfactory clearance for continued employment.

An employee assigned to the Purdom or Hopkins Power Plants must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager-Electric and/or the director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

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

Established: 06-30-12