

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: ENGINEER TECHNICIAN I
BARGAINING UNIT: SUPERVISOR & TECHNOLOGY
POSITION STATUS: NON-EXEMPT
REPORTS TO: ELECTRIC SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

Provides technical advice, cost estimates, and field services associated with construction, routing, permitting, easement acquisition, inspection, mapping, design, and staking of electrical power lines. Utilizes principles, methods, theories, and techniques of engineering and surveying technology both in the office and the field. Does related work as required.

SUPERVISION RECEIVED

The Engineer Technician works directly under the Electric Superintendent.

SUPERVISION EXERCISED

Supervision of others is not a typical function assigned to this position.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF RESPONSIBILITIES

- Communicates with customers to determine their electrical needs and ensure successful completion of projects by the City Electric Department.
- Designs, stakes, and inspects electrical layout of both underground and overhead facilities for new construction and system upgrades in a manner that conforms to the latest edition of the National Electrical Safety Code (NESC), National Electric Code (NEC), local and state laws, rules and regulations.
- Prepares cost estimates, material estimates, designs and specifications for overhead and underground distribution systems.
- Drafts staking sheets and facility layout and produces material sheets for construction projects.
- Performs inspections for tree trimming and/or removal requirements and facility damages. Identifies potentially hazardous situations.
- Performs all tasks necessary to research and prepare legal property descriptions, utility easements, and construction permits for City, County, State and others as required by the Electric Superintendent.
- Researches, compiles, maps, and analyzes data from records, maps, plats and other documents.
- Locates, measures and records field data of existing electric systems and related physical conditions.
- Researches and compiles customer data from billing records.
- Receives files, inspects and processes telephone, TV and other utility pole contact permits and joint pole use notices.
- Locates proposed construction routes and prepares drawings and tabulations for electrical plan.
- Works closely with Superintendent, Engineer Techs and Electric Department Line crew.
- Conducts site surveys to determine placement of electrical equipment (poles, transformers, vaults, etc.).

- Assists Superintendent in data collection, entry of data, and maintaining maps and records of the electrical system and associated equipment and materials.
- Maintains records necessary for work order accounting procedures and to support the formulation of work plans and reports required by the City and all other regulatory agencies as required.
- Acts in an exemplary manner to maintain and promote safe practices and procedures, and participates in scheduled safety meetings.
- Follows all safety rules and procedures for work areas; maintains work areas in a clean and orderly manner.
- May provide assistance to other department personnel as workload and staffing levels dictate.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILLS and ABILITIES:

Education/Experience: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the duties as described. High School graduation or the equivalent GED is required. Two years' experience and an Associate Degree in Engineering or an electrical related field is preferred.

Special requirements/Licenses: A valid Driver's License is required. CPR/First Aid certification is required within six (6) months from date of hire.

Knowledge: Electrical theory; surveying; National Electric Safety Code; working knowledge of computer software programs including, but not limited to AutoCAD MAP30, Excel, Access, Word and infrastructure Map Server; utility practices and operations; standard electric utility construction practices; safety compliance; installation, planning, work processes, and inspections of electric system operations; math; and designing for electrical facilities; knowledge and/or experience with SCADA. Working knowledge of computer network connectivity, protocols, network security devices, network types, including common operating systems such as Windows—able to diagnose and offer repair instructions remotely as well as in person.

Skills: Strong computer skills with AutoCAD mapping, surveying; verbal and written communication skills; customer service skills; organizational and planning skills; time management skills; problem-solving skills; and, analytical skills.

Ability to: Work collaboratively in a team environment with diverse populations; communicate effectively and respectfully at all levels; read and interpret maps, sketches, and schematics; adapt to change; make objective decisions; represent the City professionally; apply professional judgement and discretion in all situations and maintain the highest standards of confidentiality and appropriateness; develop and demonstrate highly effective interpersonal relationships, one-on-one, and as a team member; apply good problem-solving skills; cope effectively with conflict; work effectively and collaboratively with staff, other organizations, and the general public; drive and operate vehicles; operate electric specific equipment and tools, telephones/radios, computer and other office equipment. Physical ability to perform the essential job functions and utilize protective clothing and gear.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 5 pounds on a regular basis, such as files, books, office equipment, etc., occasionally may require moving materials weighing up to 25 pounds, and may infrequently be required to lift or move materials up to 60 pounds with assistance. Manual dexterity and coordination are required more than half of the work period (approximately 80%) while operating equipment such as vehicles/trucks, computer keyboard and mouse, telephones and other standard office equipment, and electric equipment and tools including measuring instruments, radios, hammers, and testing/locating equipment.

WORK ENVIRONMENT:

While performing the duties of this position, the employee is working indoors in an office environment approximately 80% of the time. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noise. The employee works approximately 20% of the time in an outdoor environment, subject to inclement weather conditions including light variations, rain, mud, snow, heat, dust, noise, gasoline, diesel, and uneven terrain.

Both the Physical Demands and Work Environment listed above are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This job description does not include all essential and nonessential duties of this job. The job description is not intended, nor should it be construed as an exhaustive list of all responsibilities and duties, skills, working conditions or attributes associated with the job. This job description shall not be construed as an employment contract.