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 Delivery, Energy Supply, System Operations, or System Planning. 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 other duties as required.

Power Delivery: Provides engineering support to Division field personnel. 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.

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. Researches and identifies alternative/renewable long-term and near-term power supply alternatives that can be considered for augmenting the City's power supply portfolio. Maintains awareness of advances in alternative/renewable power supply options and related markets.

Energy Supply: 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.

System Operations: Provides engineering support to system protection and communications staff.

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
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.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Employees in this classification that are required to have unescorted access to the Electric Control Center 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.

If assigned to System Operations (Relay and System Communications), must be able to distinguish between red and green.

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 or Hopkins Power Plants must obtain within one year, and maintain for continued employment, HAZMAT and oil spill certifications within one year of 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 & Gas), 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
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04-20-21