

Job Description

Decatur Utilities

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| Job Title: | Utility Engineer I – Electric |
| Work Group: | Electric Engineering |
| Reports To: | Engineering Supervisor - Electric |
| FLSA Status: | Exempt |
| Pay Grade: | 10 |
| Residency Required: | Yes |
| Work Location: | Main Office – 1002 Central Parkway Service |
| Last Revision: | November 14, 2018 |

SUMMARY

Plans, evaluates and designs electric distribution and transmission facilities. Primary duties include completing designs for electric facilities and system studies for power quality, load management and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.

- Scope of work includes all phases of electric engineering functions including but not limited to: power quality, load management, system planning/design/layout, modeling and coordination, metering and construction.
- Develops cost estimates for overhead and underground electric construction projects.
- Prepares plans and specifications for construction of power lines (transmission and distribution), electric service facilities and lighting systems.
- Reviews plans and specifications by outside engineers, architects and developers concerning utility improvements and/or extensions for conformity to DU requirements.
- Performs field work such as determining road right-of-way and easement locations, staking with tools including compass, line level and transit.
- Interacts with customers/developers in person and at job site to handle customer requests relating to utility issues and resolve complaints.
- Collects and compiles data, generates reports and maintains files for electric system.
- Uses computer assisted engineering design software and equipment to perform engineering tasks and system studies.

SUPERVISORY RESPONSIBILITIES

The position has no supervisory responsibilities. May coordinate the work of contractors and other DU employees on specific projects.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Ideal candidate will possess a Bachelor degree (B.S.) in Electrical Engineering from an accredited college or university with 2-4 years relevant engineering experience with electric utility system. May consider B.S. degree in a related technical field with a minimum of 10 years related engineering experience within an electric utility. Recent college graduates with an engineering degree may be considered if business requirements can accommodate.

COMMUNICATION SKILLS

Ability to read, interpret and comprehend documents such as safety rules, operating and maintenance instructions, drawings and procedure manuals. Ability to analyze and prepare engineering and technical reports and business correspondence. Ability to interact and effectively communicate with supervisors, customers, co-workers, mid-level representatives of governmental agencies, contractors, developers, product vendors and other professional groups or contacts in the community. Ability to effectively present information to management.

COMPUTER SKILLS

Proficient in Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This includes using software applications for email, word processing, database tracking and spreadsheet applications and using Internet Explorer to navigate online Employee Self Serve webpage for personal payroll, benefit and employee information. Must be able to use specialized software applications for ESRI GIS, customer inquiries, modeling and mapping.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts to perform various electric engineering tasks to include: impedance calculations, power factor analysis, voltage drop, fault current, wind loading, ice loading, economic comparisons, demand and calculating transformer loading.

REASONING/COMPLEXITY

Ability to accurately define problems, collect data, establish facts, draw conclusions and provide valid solutions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to read, interpret and understand technical standards, permits, Local, State and Federal regulations and codes for utility compliance.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. May occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision and distance vision. Occasionally works around electricity, energized equipment and moving mechanical parts. May be exposed to outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, TRAINING

Valid Alabama Driver's License; CPR/First Aid Certification; Customer Service Skills and applicable safety training as scheduled.

OTHER REQUIREMENTS

Available to work scheduled and unscheduled times to accommodate work demands and emergency situations; good organizational and time management skills; ability to handle multiple projects and tasks simultaneously; maintain professional business appearance and image; subject to random drug testing and driver's license checks. Field work required.

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| Approved By: Glenn Boyles | Date: |
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Original on File in Human Resources