

MAJOR FUNCTION

This is technical and administrative work involving drafting in the City Electric Utility. Employees allocated to this class are responsible for performing technical, administrative and drafting duties which usually follow prescribed methods and procedures, but which involve the application of certain technical and analytical skills. Work involves a variety of duties of a technical nature including limited engineering design and/or modification, computation and compilation of statistics, field surveys of construction sites, and similar work. Work is performed in accordance with established policies and procedures under the general supervision of an administrative superior; however, the incumbent is expected to exercise independent judgment and initiative in performance of work tasks. Work is reviewed through conferences, observations and results obtained.

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

Provides administrative support in the coordination of various construction, maintenance and repair projects involving overhead and underground electrical facilities. Prepares various administrative reports. Maintains records, maps and files. Performs field surveys of plans to locate all utilities and new sites for utilities. Performs various types of work relative to the installation, removal and/or relocation of power lines. Obtains land acquisition permits from private owners. Arranges pre-construction conferences with all utilities to discuss various projects. Maintains and monitors joint-use agreements. Obtains permits for all Electric Department construction. Prepares neat and accurate drawings to be included in specification packages for electric system construction and modification plans. Draws substation equipment layout, connection diagrams, riser pole sittings, distribution feeder cable routing, and control wiring diagrams and electrical schematics. Performs various types of work relative to design, construction and modification of the electric transmission and distribution system. Performs related work as required.

Other Important Duties

Assists in the training of those persons in the apprenticeship program. Performs related work as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles, practices, techniques, and instruments used in drafting design including computer aided drafting (CAD). Knowledge of rules, regulations, policies and procedures applicable to the City Electric Department And knowledge of methods and materials utilized in the construction, operation and repair of electrical transmission and distribution facilities is desirable. Ability to analyze technical data and carry-out technical assignment. Ability to understand and follow complex oral and/or written instructions. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate supplemented by two years of college with course work in math and drafting design, or engineering technology, and three years of technical or paraprofessional experience that includes drafting or engineering; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid class "E" State driver's License at time of appointment.

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