

MAJOR FUNCTION

This is responsible skilled and technical work in the reviewing of construction plans and specifications, related technical documents and objectives for scheduling and coordinating electric utility projects. An employee in this class is responsible for a variety of technical duties associated with the planning, location, design, construction, operation and/or maintenance of the electric utility system. The work requires the application of technical knowledge and skills and hands-on electric operations experience in completing assigned projects or assisting in accordance with policies, procedures, and directives established by the City and the department. The employee is also responsible for the coordination of the department's fleet maintenance and equipment specifications activities and the division's material inventories. The employee works with considerable independence, initiative and discretion under the general supervision of a supervisor, and is evaluated through conferences, reports, observations and by results obtained.

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

Provides technical assistance for operational personnel, utility customers, developers and contractors. Coordinates and reviews work order materials, requisition forms for job compatibility and materials availability. Confers with the department's engineering and supervisory staff. Reviews plans and specifications. Coordinates project commencement, progress and completion of work. Assigns priorities, develops, updates and maintains construction schedules or ongoing and planned projects as necessary to match the needs and desires of consumers, contractors and developers with the resources and capabilities of the City in the most efficient and productive manner. Insures that all required permits and land rights have been obtained, work orders are approved and engineering is completed. Conducts field checks and insures that all existing or planned facilities have been located and properly marked. Prepares monthly and quarterly updates and status reports of Electric Operations projects and provides PSC a list of all projects on a quarterly basis and performs field inspections to ensure that code standards are met. Coordinates PCB operations with Electric Operations division which includes transformer oil sampling, ID card system for each transformer or electrical device, and the preparation of necessary reports. Inspects construction work in progress to determine if proper materials and workmanship are used and to determine compliance with plans, specifications and standards. Plans, schedules and coordinates outages for construction and maintenance with the utility customers, contractors, and engineering and operations personnel. Coordinates maintenance of the departments vehicles and equipment and develops specifications for new and replacement vehicles and equipment. Performs related work as required.

Other Important Duties

Serves in the capacity of Transmission and Distribution supervisors (Line Crew Foremen) as needed. Manages environmental and mercury lamp programs. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of design of overhead and underground electric power systems. Thorough knowledge of the practices, methods, techniques, equipment and tools used for constructing, operating and maintaining power lines and associated appurtenances. Thorough knowledge of occupational safety hazards. Considerable knowledge of engineering principles and practices. Considerable knowledge of City and departmental policies, procedures and practices as related to utility extensions, purchasing of material, supplies, etc. Considerable working knowledge of vehicle and equipment utilized in the construction of electrical utility facilities. Ability to take field notes, read and understand technical drawings and specifications. Ability to effectively communicate, in writing and orally. Ability to develop and maintain production and work schedules. Ability to supervise other employees, establish

and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from high school or an equivalent recognized certificate and five years of experience that includes drawing and design of electrical distribution systems; or five years of experience that includes the construction, installation, maintenance and repair of transmission and distribution facilities and/or power lines at the journeyman level and one year of experience in related construction inspection/supervision of electric facility construction; or one year of technical evaluation for procurement of electric transmission and distribution materials, equipment and supplies; or one year of experience preparing related specifications.

Necessary Special Requirements

Possession of a valid class "D" State driver's license at time of appointment.

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