



CLASSIFICATION TITLE: Electrical Distribution Engineer I	JOB NUMBER: 7043	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Chief Electrical Engineer	PAY GRADE: 21	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs intermediate technical work planning, developing, and designing electrical utility systems, and related work as apparent or assigned. Work is performed under the general direction of the Chief Electrical Engineer (supervisor).

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Plans and develops electrical distribution systems for subdivisions, commercial and reconstruction projects; ensures compliance of local, State, Federal and national codes and ordinances.
- Assists in the planning and development of electrical substation projects.
- Assists in the development of engineering construction and material standards.
- Surveys for power line alignment and profiles, and provides detailed material requirements.
- Estimates project costs, calculates project costs upon completion, verifies, and bills to appropriate party.
- Assists in procuring easements for electrical projects.
- Ensures the utility complies with EPA and State environmental regulations.
- Provides project management during the construction of electrical utility projects, including staking the project, providing guidance to crew leaders, resolving

concerns, authorizing on-site field changes, and verification of as-built when work is completed.

- Assembles contract specifications and documents required for contracting electrical distribution construction work for customer self-installed electrical distribution and State and Federal related work; writes terms and conditions, provides detailed project description with drawings, construction standards, materials specifications, and lists of materials and detailed engineer's cost estimates.
- Participates in and oversees Electrical Engineering Technicians in the staking of construction projects and the surveying of easements.
- Researches and develops modifications to material standards and construction specifications; performs evaluations for material bids; makes recommendations for specific material purchases.
- Participates in the long-range planning and development of the electrical distribution system; provides detailed work orders for the addition or alteration of the electrical distribution system including residential, commercial, and feeder lines.
- Performs all functions of the Electrical Engineering Technician positions as needed.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Washington State Electrical Construction Codes, National Electric Code, National Electrical Safety Code and other applicable codes, standards and technical data.
- Utility related issues in the National Electrical Code.
- Electrical theory related to analysis and design of power systems.
- System design and protection including fusing, loading, wire tensions and material strengths.
- Electrical equipment operations.
- Research methods and report writing techniques.
- Operation of a computer terminal and data entry techniques.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

Skills and Abilities to:

- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Plan and develop electrical distribution systems for subdivisions, commercial, and reconstruction projects.
- Plan and develop electrical substation projects.
- Ensure compliance of local, State and national codes, and local City ordinances.
- Prepare estimates, legal documents and contracts.
- Provide work direction to others.
- Operate a computer terminal and electrical surveying equipment.
- Analyze situations accurately and adopt an effective course of action.
- Operate GIS/CADD equipment using CADD and ESRI software.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computers using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in electrical engineering, engineering, or related field, and one (1) year of experience in utility engineering, or an equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


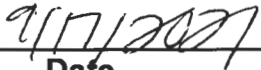
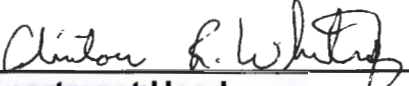
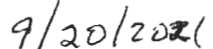

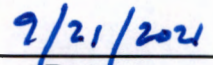
This work requires regular and punctual attendance at the office or other assigned locations; work requires occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and using of measuring devices; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather),

exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date