



<b>CLASSIFICATION TITLE:</b> Electrical Distribution Engineer II	<b>JOB NUMBER:</b> 7044	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Chief Electrical Engineer	<b>PAY GRADE:</b> 26	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs difficult skilled technical work designing and managing major, complex engineering projects involved in the development of distribution systems for the electric utility, and related work as apparent or assigned. Work involves setting policies and goals under the 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.*

- Provides administration, project management and design of the City's high-speed broadband communications network and associated service policies; performs a variety of special studies including electrical load, fuse coordination, system design and special needs studies.
- Develops and implements engineering standards to provide uniformity in the design of the overall electrical distribution system and broadband communications; provides technical design reviews regarding work of other engineers and provides counsel as necessary to ensure uniform standards are followed.
- Performs design work for major line extensions; approves drawings; estimates project costs; recommends contractors as necessary and reviews project progress; performs design work for commercial/industrial wiring systems.

- Provides project management during the construction of major electrical distribution and broadband communications projects including staking the project, providing guidance to crew leaders, resolving concerns, authorizing on-site field changes and verification of as-built designs when work is completed.
- Prepares contract specifications and documents required for contracting major electrical distribution construction work for Local Improvement Districts (LID) or customer self-installed electrical distribution and State and Federal related work; writes terms and conditions, provides detailed project description with drawings, provides construction standards, materials specifications, list of materials and detailed engineer's cost estimate.
- Performs long-range planning and development of the electrical distribution system and broadband communications; explains electrical distribution projects and broadband to city, state and government officials, contractors and the public.
- Develops computer databases and programs using commercially available software packages; recommends software programs that provide specialty applications for electrical design (e.g. Network Analysis, fuse coordination, AutoCAD and ESRI assisted utility distribution design software).

## **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.
- Advanced electrical theory related to analysis and design of complex power systems.
- High speed, high capacity voice, data and video communication networks including but not limited to Ethernet and Time Division Multiplexed services over wire, fiber and wireless 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.

**Skills and Abilities to:**

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Ensure compliance with National Electrical Code.
- Plan and develop electrical distribution systems for major construction projects. Assure compliance of local, State and national codes and local City ordinances.
- Plan and develop electrical wiring systems for commercial/industrial building projects.
- Prepare estimates, legal documents and contracts.
- Prepare and administer capital and operating budgets.
- 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 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 a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

**SPECIAL REQUIREMENTS**

- Possession of Washington State Professional Electrical Engineer's license upon hire and maintain throughout employment.
- Valid driver's license.

**EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in electrical engineering, engineering, or related field and six (6) or more years experience in electrical utilities engineering, broadband design, planning and project administration, or 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.*


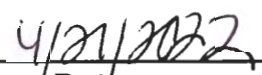
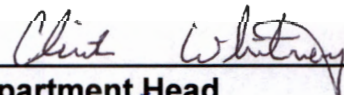
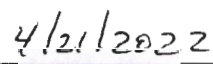

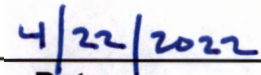
This work requires regular and punctual attendance at the office or other assigned location; work requires occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to outdoor

weather conditions 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 Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date