

Enters all Greenfield Power & Light emergency call out reports into the APPA eReliability Tracker web portal.

Performs the initial review and download of information related to bulk electric system, substation and distribution system disturbances.

Attends meetings, webinars, and seminars related to NERC reliability standards.

Serves on 24-hour call responses for Duke Energy and NERC Alerts.

Generates construction work orders to install, remove, or maintain transmission, distribution and substation facilities.

Assists others with the preparation of contract specifications for outsource construction projects and administer contract terms in the field.

Prepares scope of work (SOW) and request for quote (RFQ) for substation maintenance and testing.

Assists others with the preparation of budgets and forecasts relating to future expenditures for electric facilities, utility vehicles and safety and health related equipment.

Attends coordination and construction meetings with local private, city and state officials.

Attends seminars, technical expositions and continuing education classes to stay abreast of new technologies and operations procedures.

Periodically performs duties of Journeyman Lineman, including inspecting reported power system failures, constructing, maintaining, and removing power system components, maintaining electrical service cables and equipment, and performing power system switching.

Serves on 24-hour call for GPL emergencies.

Performs related duties as assigned.

I. Skills and Knowledge:

High school diploma or GED. Successfully completed approved lineman apprentice program.

Journeyman Lineman Certificate.

Minimum of four years of Electric Distribution Engineering construction and maintenance and/or 10 years experience in the electric utility industry required.

Knowledge of North American Electric Reliability Corporation (NERC) compliance standards and guidelines with a minimum of 5 years experience.

Ability to meet all hiring requirements, including department required certifications, passage of a medical exam and a drug test.

Working knowledge of standard English grammar, spelling, and pronunciation, and ability to complete detailed reports within department deadlines.

Computer skills – Microsoft Office, Word, Excel, and Power Point.

AutoCAD knowledge or willing to acquire education and training in AutoCAD.

Thorough knowledge of power system component construction standards and working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures and concepts of electricity.

Ability to effectively communicate in a courteous and tactful manner with co-workers, other city Departments, the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to read and interpret maps, mechanical drawings, specifications, and safety manuals.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and work with others in a team environment.

Ability to work rapidly for long periods, and work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours.

II. Difficulty of Work:

Incumbent performs a variety of duties which are somewhat repetitive, but of substantial intricacy, requiring analysis of many complex variables. Incumbent exercises independent judgment in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with clearly defined state and federal standards.

III. Responsibility:

Incumbent performs operational and laboratory functions according to Department goals and objectives and legal requirements, discussing unusual and/or unprecedented situations with supervisor. Work is periodically reviewed for technical accuracy and compliance with legal requirements.

IV. Personal Work Relationship:

Incumbent maintains frequent contact with co-workers, other City departments, the public for the purpose of exchanging information, and managing/coordinating operations.

Incumbent reports directly to Operations Supervisor and Electric Utility Manager.

V. Physical Effort:

Incumbent performs a variety of administrative tasks in an office atmosphere involving federal regulations & standards, & assists in construction and maintenance (as needed) on power lines involving hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing up to 90 pounds, pushing/ pulling objects, reaching, bending, crawling, crouching/kneeling, and handling/grasping/fingering objects.

VI. Working Conditions:

Incumbent performs duties inside and outside with some exposure extreme weather. At times, incumbent works around high voltage lines and in high places on ladders and poles, for which safety precautions must be followed at all times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Distribution Engineer for the Power and Light Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name

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Knowledge of North American Electric Reliability Corporation (NERC) compliance standards and guidelines with a minimum of 5 years experience.

Ability to meet all hiring requirements, including department required certifications, passage of a medical exam and a drug test.

Working knowledge of standard English grammar, spelling, and pronunciation, and ability to complete detailed reports within department deadlines.

Working knowledge of personal computers, Auto CAD, and word processing.

Computer skills – Microsoft Office, Word, Excel, and Power Point.

AutoCAD knowledge or willing to acquire education and training in AutoCAD.

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Ability to work rapidly for long periods, and work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Commercial Driver's License with required endorsements and demonstrated safe driving record.

LICENSE/CERTIFICATION NEEDED: