

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Electric Project Engineer Supervisor	Job Code: 2713
Date: September 28, 2017	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is supervisory work of the design of electrical maintenance sections and electrical power project management in the Energy Department.

CLASSIFICATION STANDARDS: The position in this classification is responsible to the Systems Operations Manager and performs all work under general supervision. This work is distinguished by its emphasis in electrical engineering project management and its responsibility to supervise electrical design and maintenance sections.

ESSENTIAL DUTIES: Review newly proposed projects/CRC; resolve issues/concerns with new projects; approve proposed subdivisions and new customer services after addressing all concerns; assist and advise Planning Review Board to coordinate City utilities easements; resolve conflicts concerning the size, type, and location of project equipment by conferring with the public, engineers, developers, and public officials; make recommendations; represent the City at public hearings as needed; plan CIP projects, system upgrades, new commercial and residential development and/or upgrades, costing and material allocations, transformer and conductor sizing, and fuse coordination; coordinate crews for line, construction, private utilities/communication, and private contracts; conduct on-site project meetings with building inspectors, contractors, line, and construction crews; assist in planning and scheduling City projects; review all department projects with Public Works to avoid conflicts and unnecessary costs; track projects' progress for proper scheduling; schedule appropriate outages based on residential or critical commercial customers; coordinate with building inspectors to insure proper specifications are required on their inspections; while on-site resolve electrical concerns with commercial and residential customers and building inspectors; prepare RFPs for review; coordinate review and evaluation of RFP responses; coordinate preparation contracts.

Supervise and direct the work of the Electric Design section; train and assist subordinates; prioritize work flow; review work for accuracy and efficiency through completion; collect project fees; coordinate with Building Inspection on commercial/residential home service upgrades; provide information regarding electrical specifications and requirements; review commercial/residential building permits and reline site plans; assess impact and connection fees and sign off permits; track collected fees; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline if needed; make staffing decisions, including hiring and firing personnel; maintain records; prepare and submit required reports; track actual project costs vs. estimating cost of every project; assist with updating of electrical specifications approved for use; advise and recommend supervisors on divisional work status and capabilities; insure all safety standards are met; perform duties of Electric Project Engineers as needed; perform other related duties as assigned.

MINIMUM REQUIREMENTS: Bachelor's degree in Construction Management, Electrical Engineering or closely related field and four (4) years as a Senior Electrical Project Engineer **OR** eight (8) years of equivalent experience in an electrical power transmission/distribution environment **OR** an equivalent of job-related education and experience [substituting each one (1) year of postsecondary education/training for six (6) months of experience]. Supervisory experience preferred.

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: SELECTION FACTORS: *Knowledge of:* electrical theory and principles of electrical utility design; methods and techniques of electrical power mapping and schematic drawing; National Electrical Code and National Electrical Safety Code, geodetic surveying, blueprint reading, and drafting; current development process and procedures; outage evaluation and restoration methods; safety procedures and equipment; general practices of electric power utilities; policies and procedures established for the work system; operations, functions, and terminology common to the work; and basic English composition, spelling, and grammar. *Skill in:* modern management and supervisory principles and procedures; communicating effectively with contractors, developers, and the general public; and practicing trust-building behaviors with others. *Ability to:* analyze complex problems and identify appropriate solutions; explain technical material to a general audience; supervise others; clearly and concisely communicate complex and technical information to executive stakeholders; accurately and quickly perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; and demonstrate a high level of commitment to the principles of positive customer service.

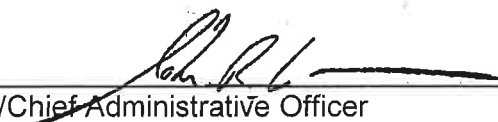
TOOLS AND EQUIPMENT USED: Vehicle, survey equipment, computers, computer and engineering-related software, volt/amp meter, small tools, underground location equipment, and communication devices.

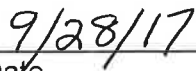
PHYSICAL DEMANDS: Requires regularly sit at a computer or drafting table for long time periods, pull drawings in and out of files, occasionally walking, stretching, standing, bending, carrying, or lifting (20-50 lbs.), concentrated attention to detail for long time periods.

ENVIRONMENTAL FACTORS: Requires office work and regular outdoor exposure to all weather conditions. May include high-stress situations, including confrontational or uncomfortable contact with the public. *Note: Employees in this class may be subject to on-call status. RESIDENCY: Employees in this class are subject to Provo City residency requirements; they must reside within a 15-mile radius of their primary operations facility to affect a maximum 20-minute response time.*


 Department Director


 Date


 Mayor/Chief Administrative Officer


 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.