

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Electric Utility Planner	<b>Job Code:</b> 2706
<b>Date:</b> September 25, 2018	<b>EEO Code:</b> TE
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is entry-level skilled, technical electrical engineering work performed in the field or office in support of the City electrical power supply distribution system.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated supervisor and perform assigned tasks under close to general supervision. This work is distinguished by its low level of technical knowledge, lack of emphasis in design, and predominant allocation to skilled drawing preparation and records maintenance. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

**ESSENTIAL DUTIES:** Maintain city-wide power distribution maps; prepare technical drawings and minor designs of electrical layouts; maintain electrical infrastructure location records to indicate all subsurface power distribution lines and equipment; locate and mark subsurface lines and equipment; use underground locating equipment in the field; assist the public in discerning locations of power distribution lines and equipment, and offer advice on regulations.

Assist in preparing detailed electrical system layouts and in surveying the layout of new construction; make sketches and drawings for new construction; plot graphs and charts from power data for engineering studies; obtain easements for installation of street lights, system improvements, and expansion; maintain street lamp location maps and maintenance records; maintain yard light records; sell yard lights to private accounts.

Conduct safety meetings and demonstrations at public schools; assist safety director with all safety programs at Provo City Power; attend staff meetings; prepare reports; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Associate's degree in Electrical Engineering, Drafting, Design, or closely related field and one (1) year of job-related experience **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Specific electric utility experience preferred.

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

**SELECTION FACTORS:** *Knowledge of:* electrical theory and principles of electrical circuit design; methods and techniques of electrical power map drawing; general practices of electric power utilities, materials, and procedures; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* practicing trust-building behaviors. *Ability to:* draw electrical circuitry and electric power maps; graphically represent quantitative data; work effectively on individual or team projects; organize assigned work and develop effective work methods; deal with the public in a pleasant, courteous, and calm manner at all times; communicate effectively both verbally and in writing; develop and maintain effective working relationships with property owners, the general


general public, coworkers, and superiors; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; 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; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Drafting equipment, ink pens and templates, survey equipment, calculators, vehicle, computers, engineering-related software, volt/amp meter, miscellaneous hand tools, underground locating equipment, soil density testing machine, shovel, pick, jackhammer, telephone, and other office equipment.

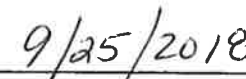
**PHYSICAL DEMANDS:** Requires some physical strength and agility and includes sitting and/or standing at a drafting table or computer for long time periods, pulling drawings in and out of files, walking, stretching, bending, carrying, and lifting moderately heavy objects (up to 50 lbs.).

**ENVIRONMENTAL FACTORS:** Requires regular exposure to all outdoor weather conditions, energized electrical equipment, construction or traffic noise, and the hazards of a construction site. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances and other stressful conditions related to the workplace. *Note: This class may require on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order 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.