

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Senior Electric Project Engineer	Job Code: 2708
Date: September 28, 2017	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is senior-level, professional electrical engineering design and systems planning work in support of the City's electrical power distribution system.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Electric Project Engineer Supervisor and perform assigned tasks under very general and infrequent supervision. This work is distinguished from that of Electric Project Engineer by its higher-level responsibility and emphasis in project design management and planning of 12kV, 46kV, and 138kV systems.

ESSENTIAL DUTIES: Manage and prepare engineering designs; plan CIP projects, system upgrades, new and upgrades to commercial/residential development, transformer and conductor sizing, fuse coordination, costing and material allocations, 12kV, 46kV and 138kV systems; prepare specifications for 12kV, 46kV and 138kV system design; manage, survey and conduct field layout of electrical overhead 46kV, 138kV and 12kV lines and subsurface 12kV lines, substations, property sites; coordinate crews for line, construction, private utilities/communication and private contracts; oversee plans of electrical service facility development; lay out and design specifications for overhead 46kV, 138kV and 12kV and subsurface electric 12kV; prepare layouts to locate poles, transformers, secondary pedestals; prepare and submit job cost estimates; conduct field surveys, stake and lay out pole placement sites, transformer and pedestal locations; lay out and design residential/commercial street lighting; on site, discuss project details with building inspectors, contractors, line crews, construction crews; review inspection of contractors' and developers' work for specification and drawing compliance; coordinate contractors' and developers' work schedule with City work schedule; track project progress to ensure proper scheduling; schedule appropriate outages based on residential or critical commercial customers, project corrections, and additions of permanent electrical maps, records, and drawings; locate underground power lines.

Handle project fee collection and obtain new line easements from property owners; coordinate installation with other utilities, coordinate with Building Inspection on commercial/residential home service upgrades, provide electrical specifications and requirements information; analyze electrical load reports; investigate power line damage, take photos, file accident reports, and bill for damages; oversee City-wide power distribution maps; reline new power lines, transformers, substations, and displaced equipment on maps; maintain transformer, power pole, and line records; maintain Blue Stakes records; use underground locating equipment as required; prepare and submit reports; track actual vs. estimated project costs; assist with updating electrical specifications and new approved electrical specifications approved for use; make recommendations; assist staff members; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Construction Management, Electrical Engineering, or closely related field and four (4) years as an Electrical Project Engineer or eight (8) years of equivalent experience **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of postsecondary education/training for six (6) months of experience]. Electric utility experience preferred. **NOTE:** Applicants appointed to an open career series directly at higher than entry-level must satisfactorily complete the associated advancement criteria during the probationary period.

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

SELECTION FACTORS: *Extensive Knowledge of:* electrical theory and principles of electrical utility design; electrical power mapping methods and schematic drawing; National Electrical Code and National Electrical Safety Code, geodetic surveying, blueprint reading, and drafting; new development process and procedures; distribution switching and backbone operation; outage evaluation and restoration methods; standard utility practice in layout and design of electric distribution facilities; safety procedures and equipment; Provo Power service specifications, standards, policies, and ordinances; operations, functions, and terminology common to the work. ***Advanced Skill in:*** drawing electrical circuitry and electric power maps; graphically representing quantitative data; work management and interpersonal relations as applied to contacts with property owners, contractors, developers, and the general public; practicing trust-building behaviors. ***Extensive Ability to:*** complete service and distribution-related project assignments; evaluate, research, and develop recommended solutions to assigned projects; recognize construction constraints/deficiencies, foresee and resolve potential problems; schedule and coordinate multiple and complex projects as assigned; develop and monitor budget and project costs; direct, assign, and coordinate with co-workers on multi-phase projects; lead lower-level engineers as needed; clearly and concisely communicate complex and technical information to executive stakeholders; quickly and accurately 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 when evaluating situations and 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; demonstrate a high level of commitment to the principles of positive customer service.

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

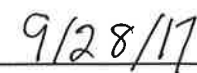
PHYSICAL DEMANDS: Requires some physical strength and agility, sitting and/or standing at a drafting table or computer for long time periods, pulling drawings in and out of files, walking, stretching, bending, carrying, heavy lifting (20-50 lbs.).

ENVIRONMENTAL FACTORS: Requires office work and regular exposure to outdoor weather conditions, energized electrical equipment, construction/traffic noise, and construction site hazards. 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 version.