



JOB DESCRIPTION

POSITION: ENGINEER I

LOCATION: Carlsborg

STATUS: Regular, Full-time, Exempt Staff Position

WORK WEEK: Monday through Friday

SUPERVISOR: Distribution System Supervisor

SALARY RANGE: Range 20 (\$5,402 - \$7,662 per month)

PURPOSE: Accomplish engineering functions related to the construction and maintenance of the District's transmission and distribution system and substations. Assist in short and long range electrical system planning to facilitate accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Participate in the planning, engineering and designing for the construction and maintenance of the District's transmission and distribution system and substations.
- Contribute in the short and long range planning for providing system capacity, service reliability and efficient operation of the transmission and distribution system and substations.
- Assist in planning, developing and administering contracts related to transmission, distribution or substation projects.
- Assist in developing, maintaining and documenting SCADA System hardware and software functionality, and SCADA System policies and procedures.
- Provide forecasts and other information to assist in the acquisition of transmission, distribution or substation project-materials
- Assist in developing and maintaining specifications for transmission, distribution and substation standards and materials.
- Maintain transmission and distribution system and substation drawings and records.
- Facilitate the development, maintenance and documentation of the Essentials Asset Management Program activities.
- Participate in accident prevention program, including training and compliance with applicable rules and regulations.

ADDITIONAL JOB FUNCTIONS:

- Provide input into the department budget.
- Participate in Outage Management System activities and storm response as directed.
- Assist in inspecting contractor work and prepare as built drawings.
- Assist with steel fabrication inspections and field concrete testing.

ADDITIONAL JOB FUNCTIONS (continued):

- Perform hazardous waste activities as directed.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills, and Abilities:

- Must be familiar with fundamentals of electricity and electrical power systems.
- Must develop a knowledge of NESC, NEC, WAC Chapter 44 and other related codes.
- Must have the ability to work from maps, blueprints, specifications and sketches and comprehend and carry out work instructions.
- Must have or develop a thorough knowledge of the District's Accident Prevention Rules, procedures, equipment and tools and applicable state and federal regulations.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.
- Must develop a thorough knowledge of the District's work order process, work order scheduling, procurement and ESRI software.
- Must develop a working knowledge of the easement, permit, and franchise and right-of-way acquisition process.
- Must have the ability to plan and organize work, work without close supervision and make decisions compatible with prior instructions.
- Must have the ability to communicate clear and concise verbal and/or written instructions and information to crew members, dispatchers, supervisors, customers and others.
- Must have math, reading and writing skills required for the job functions.
- Must develop a working knowledge of various computer applications, including Microsoft Office and AutoCAD.
- Must become familiar with and comply with OSHA 1910.269 and WAC 296-45.

Education, Experience and Training:

- Bachelor of Science degree in Electrical Engineering or Engineer-in-Training Certification required.
- Demonstrated experience in working in a team environment.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.
- Must wear and utilize personal protective equipment as required.

WORKING CONDITIONS:

- The job functions will be performed in both indoor and outdoor environments. There may be adverse weather conditions for outdoor work.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven and/or water soaked.
- The job functions include working with persons who exhibit many types of personalities and behaviors.

WORKING CONDITIONS (continued):

- Job functions will require work on ladders, structures and equipment.
- Job functions will require working in the proximity of energized high voltage lines, cables and equipment.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 50 pounds. Materials, equipment and supplies will be lifted to and from trucks, equipment, warehouse shelves and the ground.
- The work requires the ability to operate tools, equipment and vehicles associated with the job functions.
- The work requires the ability to climb ladders and structures; to climb on, off and around trucks and other equipment; and to work in elevated positions up to 60 feet.
- The work requires the ability to create detailed engineering drawings; to work in limited light; and to differentiate among colors.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person, via email, on telephones and mobile radios.
- The work requires the ability to see and differentiate colors and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, pushing, pulling, bending, climbing, lifting and carrying, and sitting or standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires the use of computers, calculators, mobile radios, transits, levels, micrometers and drafting equipment.
- The job requires driving and operating vehicles such as automobiles and pickup trucks.
- Future work practices may necessitate the use of different equipment, vehicles and tools.