



JOB DESCRIPTION

POSITION: ENGINEERING TECHNICIAN II

LOCATION: Carlsborg

STATUS: Regular, Full-time, Non-Exempt Represented Position

WORK WEEK: Monday – Thursday, 6:30 a.m. – 5:00 p.m.

SUPERVISOR: Distribution System Supervisor

RATE OF PAY:

1 st 6 months	-	\$35.63 per hour (effective 11/1/2022)
2 nd 6 months	-	\$36.21 per hour (effective 11/1/2022)
3 rd 6 months	-	\$36.79 per hour (effective 11/1/2022)
4 th 6 months	-	\$37.37 per hour (effective 11/1/2022)
5 th 6 months	-	\$37.94 per hour (effective 11/1/2022)

PURPOSE: Perform engineering design activities for new customer services, subdivisions, electric distribution extensions and upgrade projects to facilitate accomplishment of the District's mission and goals. Support the Transmission/Distribution Engineering department by providing mapping, drafting, engineering project accounting, maintaining hazardous waste management test records, and inputting and reconciliation of work orders as required to facilitate accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Design Primary/Secondary Distribution power system 1-Phase and 3-Phase overhead and underground replacements, extensions and upgrades estimates and work orders for developer and customer projects, maintenance and operating projects, city and county projects, chargeable, system improvements and building maintenance with oversight from Coordinator, Sr. Coordinator and/or Engineer.
- Provide assistance and guidance to line crews, servicemen and customer service representatives for engineering-related matters.
- Input data for computer preparation of staking sheets, material summaries and cost estimates.
- Prepare and obtain WSDOT, BPA, SEPA, DNR, NPS, HPA and other permits as necessary for District or customer requirements.
- Assist in the development and application of unit costs and design assemblies.
- Perform easement research and create basic easement documents.
- Maintain key engineering data such as customer line data, transformer information, load information, one-lines and plant inventory.
- Ensure compliance with pertinent governmental regulations.

ESSENTIAL JOB FUNCTIONS (continued):

- Participate in accident prevention program, including training and compliance with applicable rules and regulations.
- Interpret and apply pertinent District policies and regulations, including necessary communications and conflict resolution.
- Perform GIS work including maintenance, corrections and OMS connectivity.
- Manage oil spill records and documentation.
- Perform transformer loading and sizing calculations.
- Prepare work orders, construction drawings, and staking sheets consistent with District construction standards and FERC accounting system with complete instructions for construction and subsequent record updating.
- Service work basic construction projects of smaller scope and in-house construction.
- Perform other duties as assigned.

ADDITIONAL JOB FUNCTIONS:

- Perform duties of Engineer Tech I as necessary.
- Train other Engineering Technicians.
- Assist in the creation of job duties training manual for GIS Specialist, Engineering Technician I & II and Project Coordinator.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills, and Abilities:

- Must have the ability to understand, follow and communicate accurate, clear and concise written and verbal information and instructions.
- Must have knowledge of local, State, and Federal laws, ordinances and rules governing the design, construction and operation of Electric Distribution facilities.
- Must have knowledge of utility materials, including applications.
- Must have the ability to communicate the District's service requirements, charges and rate schedules to customers and contractors.
- Must have knowledge of basic electricity, including load calculation and voltage drop.
- Must have knowledge of distribution system protection and coordination.
- Must have the ability to perform drafting and surveying functions and interpret aerial photos.
- Must have the ability to draw and letter legibly.
- Must have the ability to learn and apply various computer programs, including AutoCAD and ESRI based GIS.
- Must have the ability to train others in necessary job skills.
- Must have a working knowledge of safe work practices and accident prevention procedures, tools and equipment as related to job functions.
- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have the ability to plan and organize work schedules, enforce policy and adjust to abrupt schedule changes.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.

Knowledge, Skills, and Abilities (continued):

- Must have the ability to make sound decisions regarding the application of District policies and guidelines, as well as developing solutions for dealing with problem situations.
- Must have math, reading and writing skills required for the job functions.
- Must have the ability to work from maps, blueprints, specifications and sketches.
- Must have knowledge of the National Electric Safety Code including design, pole loading, guying and clearances.
- Must have ability to become HAZWOPER certified

Education, Experience and Training:

- Requires 3 years of experience as an Engineering Tech I with passing score on test or equivalent experience.
- Previous work with NISC software preferred.
- Experience in surveying and mapping of utility systems is preferred.
- Must have an associate degree in Engineering or equivalent training and experience.

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.

WORKING CONDITIONS:

- The job functions will be performed in both indoor and outdoor environments. There may be adverse weather conditions for outdoor work.
- Some work will be done in areas covered by brush and trees 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.
- Job functions will require work around ladders, structures 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 40 pounds. Materials, equipment and supplies will be lifted to and from trucks, equipment, shelves and the ground.
- The work requires the ability to operate office machines, tools, equipment and vehicles associated with the job functions.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- The work requires the ability to create detailed engineering drawings; to work in limited light; and to differentiate among colors.

PHYSICAL REQUIREMENTS (continued):

- The work requires the ability to see 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, climbing, pushing, pulling, bending and sitting for extended periods, lifting and carrying and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires driving and operating vehicles such as automobiles and pickup trucks.
- The job requires the use of hand tools, surveying and GPS equipment, drafting equipment, office machines, copying machines, calculators, computers, telephone and mobile radio.
- Future work practices may necessitate the use of different equipment, vehicles and tools.