

CITY OF OCALA

REVISED: 3/2016

PAYGRADE:

Level II – 83

Level III - 85

EXEMPT

UNION: N/A

ELECTRICAL ENGINEER II / III

GENERAL STATEMENT OF JOB

This is engineering work at various levels relating to electric transmission and distribution design. Reports to Electric Engineering Supervisor.

ESSENTIAL JOB FUNCTIONS

1. Designing, engineering and generating work order & cost estimates to furnish electrical services to residential and commercial customers, as well as larger developments.
2. Designing, engineering and generating work order & cost estimates for transmission & distribution feeder infrastructure additions and modifications.
3. Assists in gathering information for load studies, outage analysis, low voltage problems, customer complaints, site plans, road construction projects, and other information related to the operation and maintenance of the transmission and distribution system. Must have ability to move freely over rough terrain at various construction sites. When in construction area, appropriate safety gear must be worn including hard hat and safety goggles.
4. Furnishes technical engineering advice and information to customers, electricians, builders and developers and other inter-City departments. Must be able to communicate clearly and concisely.
5. Responding to emergency after-hour call outs is required unless dire circumstances prevent such a response. Required to report to work not less than 40% of the time called out each calendar year. Some overtime may be required from time to time. Must have a working telephone at the place of domicile.
6. Customer Service: Communicates clearly and politely with customers, other divisions of the utility, and other city departments.

Level II requirements:

1. Supervises a small technical staff in designing, engineering and generating work orders & cost estimates to furnish electrical services to residential and commercial customers.
2. Supervises a small technical staff in creating and maintaining records and drawings of the electric distribution system using manual, computerized, CAD, and GIS systems.
3. Reviews work orders generated by Engineering Technicians for completeness and adherence to construction and design standards.
4. Assigns work to the Engineering Technicians and insures that jobs are completed on time. Coordinates work with T&D, Meter Shop, Substation, and Purchasing.

ESSENTIAL JOB FUNCTIONS CONT'D**Level II requirements cont'd:**

5. Investigates outages, low voltage complaints, power quality issues, and customer complaints. Makes recommendations for corrective actions and coordinates work necessary to correct problems. Must have ability to move freely over rough terrain at various construction sites
6. Reviews material and purchases. Evaluates vendor bids using material standards and specifications and makes recommendations for approval. Supervises the development and maintenance of all manual/computerized drawings. Visually audits large volume of detailed information for accuracy and completeness
7. Personnel management including assisting in interviews, performance evaluations, disciplinary action, counseling, training and coaching.
8. Conduct pole loading analysis (including 3rd party attachments), as well as analyzing clearances, and other calculations in accordance with the National Electric Safety Code.
9. Perform lighting (area and streets) analysis, and design light placement and materials selection.

Level III additional requirements:

1. Supervises technical staff in operating, designing, engineering, and generating cost estimates for the transmission and distribution electric system including: substations, transmission lines, distribution system, installation of switches, capacitors, voltage regulators, protection schemes, and system modifications for new substations.
2. Develops standards and specifications for material used on the transmission and distribution system. Evaluates vendor bids and makes recommendations for approval.
3. Researches and develops construction standards. Responsible for reviewing the transmission and distribution protection system and initiating fault studies to enhance system reliability and insure the proper coordination of all protective devices.

NONESSENTIAL JOB FUNCTIONS

1. Attends staff meetings, committee meetings, planning and scheduling and approving workorders.
2. Performs other work as assigned.

MINIMUM QUALIFICATIONS

Level II: Bachelor's Degree in Electrical, Mechanical, or Civil Engineering and a minimum of three years engineering experience in Electric Transmission and Distribution industry and preferably one year of supervisory experience.

Level III: Bachelors Degree in Electrical, Mechanical, or Civil Engineering and a minimum of 6 years engineering experience in the Electric Transmission and Distribution industry, preferably with a minimum of two years in a supervisory capacity.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge of the modern practices, methods, techniques and equipment used in activities involved in

electric power engineering and Transmission & Distribution construction techniques. Must have the ability to take field notes and use them in drawing plans and specifications. Must have the ability to make and prepare drawings and plans, using CAD and/or GIS-based software. Ability to plan projects, prepare work orders & cost estimates, make inspections and prepare progress and accomplishment reports is required. Ability to maintain effective working relationships with fellow employees, contractors and the general public. Ability to communicate clearly orally and in written form. Ability to meet multiple deadlines. Ability to research, analyze data and prepare reports and recommendations. Ability to remain calm in stressful situations.

Level II: Must have thorough knowledge of the modern practices, methods, techniques and equipment used in activities involved in electric power engineering. Must have experience with 3-phase electric design calculations and mechanical pole loading assessments. Must have experience with both overhead and underground electric distribution design for feeder circuits, and commercial & residential developments. Must have working knowledge and experience applying the National Electric Safety Code. Must have the ability to supervise subordinates and maintain effective working relationships with fellow employees, county and state officials, contractors, and the general public. Must have the ability to read and interpret roadway plans, building site plans, and electrical construction plans. Ability to exercise sound engineering judgment in electrical engineering work.

Level III: All knowledge, skills, and abilities of the Level II. Must have the ability to supervise and direct daily utility operations. Ability to conduct fault studies and coordinate relays, reclosers, sectionalizers and fuses. Must have the ability to conduct voltage studies, load studies, and system reliability studies. Ability to generate reports and make recommendations for system improvements. Must have the ability to exercise considerable, independent, engineering judgment in electrical engineering work.

LICENSES/CERTIFICATES

All levels must possess and maintain a valid Florida Operator Drivers' License with an acceptable driving record.

Level II: State of Florida E.I.T. certification preferred, not required.

Level III: Registered as a State of Florida Professional Engineer preferred, not required.

RESIDENCY REQUIREMENT: None

ASSIGNED CITY VEHICLE: X Yes No

(Assigned and shared City vehicle during working hours only.)

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technological developments).