

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Electric Project Engineer	<b>Job Code:</b> 2707
<b>Date:</b> September 28, 2017	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This entry-level, professional engineering work consists of engineering design and utility construction inspection work performed in the field or office in support of the City's electrical power distribution system.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to the Electrical Project Supervisor and perform tasks under close to general supervision. This work is distinguished from that of higher-level Sr. Electric Project Engineer by its lower-level professional knowledge and emphasis in design. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

**ESSENTIAL DUTIES:** Prepare technical drawings and design documents for electrical power distribution systems; plan electrical service facilities development; prepare layouts and design specifications for overhead and subsurface electric transmission and distribution lines; prepare layouts for location of poles, transformers, and secondary pedestals; develop project material lists and project specifications; prepare and submit cost estimates for each job; conduct field surveys, stake and lay out pole placement sites and transformer and pedestal locations; prepare layouts and design residential and commercial street lighting; obtain easements from property owners for new lines; coordinate installation with other utilities; analyze electrical load reports; investigate power line damage; provide field inventory support.

Inspect contractors' and developers' work to ensure compliance with specifications and drawings; coordinate contractors' and developers' work scheduled with City's work schedule; take as-built field sketches of elevations, locations, and materials for corrections and additions of permanent electrical maps, records, and drawings; locate underground power lines; maintain transformer and power pole and line records; maintain Blue Stakes 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 determining locations of power distribution lines and equipment; advise the public on regulations; maintain street lamp location and maintenance records and maps; maintain yard records; sell yard lights to private accounts; assist staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Construction Management, Electrical Engineering 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]. Electric utility experience preferred.

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

**SELECTION FACTORS:** *Basic 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; operations, functions, and terminology common to the work. *Skill in:* computer usage; 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 working methods; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; accurately and quickly perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; 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, templates, survey equipment, calculators, vehicles, computers, engineering-related software, volt/amp meter, miscellaneous hand tools, underground locating equipment, soil density testing machine, shovel, pick, jackhammer, office equipment.

**PHYSICAL DEMANDS:** Requires sitting at a computer for long time periods; maintaining attention to detail, frequently using telephones and radio, infrequent breaks, walking, stretching, bending, carrying heavy equipment (20-50 lbs.), other varied physical activities.

**ENVIRONMENTAL FACTORS:** Requires office work and regular exposure to outdoor weather conditions, energized electrical equipment, construction or traffic noise, and construction site hazards. May include exposure to high-stress situations or environments, including confrontational or uncomfortable contact with the public. *Note: Employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements; they must reside within a 15-mile radius of their primary operations facility to affect a maximum 20-minute response time.*

  
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 Department Director

9/26/17  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

9/28/17  
 \_\_\_\_\_  
 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.