

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Electric Utility Planner I	Job Code: 2706
Date: July 1, 1998	EEO Code: TE
FLSA Designation: Non-exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is entry-level skilled, technical electrical engineering work performed in the field or office in support of the City electrical power supply distribution system.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated supervisor and perform assigned tasks under close to general supervision. The work of this class is distinguished from that of higher level Utility Planners by its lower level of technical knowledge and lack of emphasis in design and predominant allocation to skilled drawing preparation and records maintenance. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Maintains city-wide power distribution maps; prepares technical drawings and minor designs of electrical layouts; maintains electrical infrastructure location records to indicate all subsurface power distribution lines and equipment; locates and marks subsurface lines and equipment; uses underground locating equipment in the field; assists the public in discerning locations of power distribution lines and equipment; advises same on regulations.

Assists in preparing detailed electrical system layouts and surveying and layout of new construction; makes sketches and drawings on new construction; plots graphs and charts from power data for engineering studies; obtains easements for installation of street lights, system improvements, and expansion; maintains street lamp location and maintenance records and maps; maintains yard light records; sells yard lights to private accounts.

Conducts safety meetings and demonstrations at public schools; assists safety director with all safety programs at Provo City Power; attends staff meetings; prepares reports.

Assists staff members as needed; and performs other related duties as required.

MINIMUM REQUIREMENTS: **A)** Associates degree in electrical engineering, drafting, or design or closely related field and one (1) year of job-related experience; **or B)** an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of experience]. Preference given for specific electric utility experience.

License(s). 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.
- the operations, functions, and terminology common to the work.

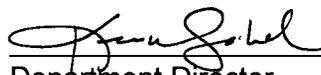
Ability to:

- 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.
- perform work with speed and accuracy.
- deal with the public in a pleasant, courteous, and calm manner at all times.
- communicate effectively both verbally and in writing.
- develop and maintain effective working relationships with property owners, the general public, coworkers, and superiors.

TOOLS AND EQUIPMENT USED: Drafting equipment, ink pens and templates, survey equipment, calculators, vehicle, computers, engineering-related software, volt/amp meter, miscellaneous hand tools, underground locating equipment, soil density testing machine, shovel, pick, jackhammer, telephone, and other office equipment as necessary.

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

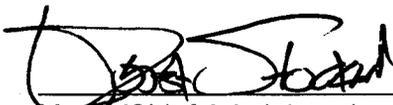
ENVIRONMENTAL FACTORS: Regular exposure to all outdoor weather conditions, energized electrical equipment, construction or traffic noise, and the hazards of a construction site. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable 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

Sept 24 98

Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements are intended to 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. This class specification supersedes earlier versions.