GRAND HAVEN BOARD OF LIGHT AND POWER

Engineering Assistant

Job Description

Supervised By: Distribution & Engineering Manager
Supervises: No supervisory responsibility
Status: Non-exempt
Revised: 01/25/2019

GENERAL SUMMARY: Under direction, the Engineering Assistant performs work of moderate difficulty and is responsible for technical work as an assistant to the Distribution & Engineering Manager as required for the Engineering Department and the Distribution & Engineering Manager’s general administrative functions; performs related and/or similar work as required or assigned.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Acts as back-up to Distribution & Engineering Manager in his absence.
- Assists the Distribution & Engineering Manager in all administrative and engineering requirements.
- Serves as purchasing and technical assistant.
- Provides technical and operation assistance for distribution system and substation control.
- Provides technical response to customers regarding new electrical service installations and service upgrades.
- Calculates security deposits and other technical matters for new small business customers.
- Coordinates as necessary with all departments, vendors, contractors, and other internal and external activities.
- Compiles up to date information for vendor files.
- Prepares specifications for bid quotations for the purchase of Distribution and Technical Services Department equipment and supplies.
- Prepares equipment and transformer evaluations.
- Interfaces with vendors for technical specifics, prices, and issues purchase orders for Engineering, Distribution, and Technical Services Departments.
- Maintains operation of substation and distribution system SCADA control devices and related equipment.
- Assists in supervision of outside contractors for new construction or maintenance of substation and distribution facilities.
- Prepares compilation of Grand Haven system kilowatt hour consumption, system demand, and intertie power flow balance.
- Prepares and maintains Grand Haven system demand and load records.
- Generates and maintains system technical records and reports.
- Maintains technical records as necessary for the Engineering Department.
- Assists in preparation of distribution studies for strategic planning, system upgrades and changes for system voltage drop, fault current studies, relay protection and coordination.
- Maintains blueprint engineering drawing documentation for Production and Distribution Departments.
• Maintains records of expenditures for previous years.
• Maintains departmental safety and safety inspection records, as well as environmental compliance record keeping and tracking.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

• Completion of a two year Associate Degree in Electrical Engineering Technology.
• Some training in drafting, at high school level or above.
• Demonstrated ability to read and understand blueprints, electrical schematics, distribution equipment, and maintenance and operation manuals.
• Training and experience in electrical construction.
• Two years’ experience in similar utility atmosphere or an equivalent combination of training and experience.
• Good technical knowledge of electrical terminology and applications.
• Good knowledge and operation of CAD/CAM systems and corresponding computer equipment.
• Considerable skill in verbal and written communications.
• Continuing aptitude enhancement and familiarity with electrical distribution systems and substations.
• Good skill in coordinating work among interrelated electrical utility departments.
• Familiar with engineering techniques, drafting, and layout; ability to read and understand surveys, easements, blueprints, equipment schematics.
• Ability to troubleshoot in typical maintenance, operation, and emergency situations.
• Assists in CAD mapping, distribution analysis, system protection, and system operations.
• Technically competent in the use and performance of personal computers using Microsoft Word and Excel, database management, CAD/CAM, and various engineering software and report techniques.
• Undertakes special projects as assigned by and through the Distribution & Engineering Manager.
• Demonstrated ability to interact pleasantly and positively with customers and coworkers.
• Excellent attendance record and exceptional safety record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate.