JOB DESCRIPTION

DISTRIBUTION ENGINEER I

This position reports to Chief Electrical Engineer. Design and layout electrical, communication, and lighting facilities; including repair, replacement, rebuilding, relocation and installation of facilities as necessary. Prepare detailed work orders/estimates using the Utility Management System (UMS) or other electronic process. Prepare detailed work order/estimate drawings using a PC workstation equipped with AutoCAD drafting software. Post “as-built” information to all pertinent engineering records. This position is subject to RP&L’s Drug and Alcohol Free Policy. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

Typical Performance duties include but are not limited to the following:

A. Obtain easements required for construction and maintenance of facilities. Process requests from RP&L customers regarding service to their entrance panels.

B. Develop AutoCAD generated constructive/maintenance drawing files and UMS databases to represent changes to transmission and distribution equipment. Reproduce printed copies, assemble and distribute as required.

C. Consult with RP&L customers and/or their respective electrical contractors regarding installation and maintenance of electrical service, consistent with RP&L General Terms and Conditions of Electrical Service.

D. Assist engineering management with the development of new standard construction devices, materials, and units including drawings of tentative construction, obtaining necessary materials and tooling, preparing instructions to Line Department for use of new units and follow-up for execution of new standards.

E. Maintain pole contact records and billings for phone, cable, electric utility and other facilities.

F. Complete tasks to maintain street light and “dusk-to-dawn” lighting facilities, records and billing.

G. Keep master list of all transmission and distribution inventory items up-to-date.

H. Maintain work equipment and areas in clean, orderly condition. Continuously observe utility safety rules and practices. Check condition of safety equipment.
I. Attend scheduled safety meetings. Become familiar with utility’s safety manuals, rules and special procedures.

J. Perform other jobs as assigned.

Mental Application: This person must be mentally and psychologically able to perform all of the required duties. Will be required to follow and carry out both written and verbal orders using good judgment and common sense.

Contacts: Typical job duties involve interaction with customers. The employee must have a clean and orderly appearance and relate to customers in a friendly, professional manner. The employee may encounter and be required to resolve conflict with a confused or hostile customer.

Expenditures: This position is expected to operate within approved budgetary allowance and follow company purchasing policy and procedures.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most duties occur indoors. A significant amount of work shall occur outdoors, possibly on uneven or undeveloped terrain. The employee may be exposed to wet or extreme hot or cold conditions. The employee may occasionally work in low, confined or precarious places and may be exposed to fumes, airborne particles, and have risk of electrical shock.

The noise level in the work environment is usually loud in field setting, and moderately quiet in office settings.

Equipment: Motor vehicles, various hand operated tools and measuring devices, cameras, survey and GPS devices, computers, and communication equipment.

Physical Demands: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 lbs.

Utility needs will require the employee to work overtime and irregular hours under unusual or special working conditions; storms, extreme temperatures, high winds, darkness, etc.
Required Tests:

Ability to use AutoCAD software.
Ability to interpret the National Electrical Safety Code.

Qualifications:

A. Must be a high school graduate or have an approved GED certificate or applicable equivalent in either job training or study.

B. Must have an Associate Degree or two year equivalent certification in an engineering field of study from an accredited university. Work experience may be substituted for the degree requirement at the utility’s discretion.

C. Must have working knowledge of AutoCAD software.

D. Must have working knowledge of computer operation.

E. Must have working knowledge of AC electricity.

F. Must be able to read and interpret electrical blueprints, printed circuits, etc.

G. Must be able to interpret and apply the National Electrical Safety Code.

H. Must be familiar with and able to use basic electrical test equipment.

I. Must have mobility and finger/limb dexterity.

J. Must have a valid motor vehicle operator’s license.

Reports to: Chief Electrical Engineer

01/01/2014