



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** ESC Engineering Technician 1 – 3  
**REPORTS TO:** Electric Engineering Manager

**STATUS:** Non-exempt / Non-union  
**RANGE:** 14 – 19 – 24

**POSITION SUMMARY:** The ESC Engineering Technician 1 – 3 position is responsible for the preparation of designs, estimates, studies and reports for new and existing facilities. This position will work with developers, consultants and other public agencies, contractors and various crews. Performs other duties as assigned.

Movement through the ESC Engineering Technician levels 1, 2 and 3 is based upon satisfactory performance, demonstrated proficiency in knowledge, skills and abilities at each level and years of service. Position starts at Engineering Technician 1.

#### **MAJOR RESPONSIBILITIES**

##### ***Essential Functions***

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Works with customers, contractors and developers on processing electrical requests.
5. Creates designs, plans, layouts and estimates costs for the installation and maintenance of distribution facilities for new customers.
6. Creates designs, plans, layouts and estimates costs for the installation and maintenance of fiber optic facilities.
7. Creates designs, plans, layouts and estimates costs for minor maintenance projects, including underground cable replacement, pole change out, cross arm change outs, etc.
8. Creates designs, plans, layouts and estimates costs for the installation, removal and maintenance of meter projects for customers.
9. Uses AutoCAD in creating designs, plans and layouts for projects.
10. Regularly communicates, coordinates and actively participates in meetings with engineers, line foremen and crews throughout construction projects and takes responsibility for project outcomes.

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11. Regularly communicates, coordinates and actively participates in meetings with contract foremen and crews throughout construction projects and takes responsibility for project outcomes.
12. Learns, accepts and adapts to planned and unplanned changes in work processes and work flows in a proactive and positive manner.
13. Assists in managing joint use pole contact agreements.
14. Assists in managing street light and private light agreements.
15. Assists in the review or development of construction, engineering and material standards.
16. Reviews the completed work order for differences between the design and the as-built. Verifies that work is performed to company specifications and National Electrical Safety Code (NESC).
17. Performs detailed inspections of overhead facilities for compliance with NESC.
18. Maintains valid Oregon driver's license and good driving and safety record.

### ***Marginal Functions***

19. Verifies and updates electronic database for electric facilities.
20. Develops, modifies and runs management and special reports from the division's databases.
21. Assists meter reading with existing meter installations and billing issues.
22. As required reviews, acquires and composes right-of-way easements.

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous, and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment

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- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

#### **OTHERS SUPERVISED**

- None

#### **MINIMUM QUALIFICATIONS**

##### ***Experience***

- Two years of applicable electric utility experience as related to the Essential Functions; or technical/engineering work or academic experience as related to the Knowledge, Skills, & Abilities for an Engineering Tech 1 may substitute.

##### ***Knowledge, Skills & Abilities***

##### **Engineering Tech 1 – Works under close supervision**

- Demonstrated aptitude or knowledge in math, science, engineering, construction or other technical disciplines
- Demonstrated experience (industry or academic) in designing basic level projects in AutoCAD
- Excellent interpersonal skills to communicate orally and in writing with staff, supervisors and customers on a daily basis
- Proficient in Microsoft Office Word, Outlook and Excel; basic Access knowledge
- Basic problem solving skills within scope of assigned tasks
- Excellent organizational skills and attention to detail to complete assigned work
- Able to manage and consistently meet deadlines on a moderate number of concurrent projects from multiple sources

##### **Engineering Tech 2 – Works under moderate supervision**

- Competent in all Engineering Tech 1 – Knowledge and Skills
- Satisfactory performance as an Engineering Tech 1 at SUB for at least the prior 3.5 years
- Designs moderate to complex projects in AutoCAD
- Performs electric utility calculations and demonstrates competency in applying SUB's engineering standards
- Proactive in identifying basic to moderate problems; effectively and timely resolves problems when they occur
- Reads, understands and integrates SUB's AutoCAD designs with other agency designs

**Engineering Tech 3 – Works independently, minimal supervision required**

- Proficient in all Engineering Tech 1 and 2 – Knowledge and Skills
- Satisfactory performance as an Engineering Tech 2 at SUB for at least the prior 3 years
- Proactive in identifying complex problems; effectively and timely resolves problems when they occur
- Manages and prioritizes a large volume of work and projects from multiple sources and meets deadlines
- Assists in mentoring Engineering Tech 1 and 2 employees

**Education**

- Minimum: High school diploma or equivalent
- Preferred: Associate degree in Engineering Technology or Bachelor degree in Engineering

**PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maximum alertness and concentration.
- **ABILITY TO DEAL WITH STRESS:** Interacts with co-workers, supervisors and the public; thinks and reacts quickly and calmly in a stressful situation.
- **VISION:**
  - Far visual acuity:** Sees adequately to drive a vehicle.
  - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
  - Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on highways.
  - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to energized wires to workers, movements of bucket truck and other equipment.
- **HEARING:** Hears adequately to operate a two-way radio and telephone.
- **SPEECH:** Speaks clearly, communicating by two-way radio and telephone.
- **STANDING:** The worker stands on dirt, concrete, asphalt or solid floors for 20% of the workday.
- **SITTING:** Worker sits on a bench-style pickup seat one-half hour maximum at one time while traveling to a job site on an occasional basis. Total sitting is three hours or more a workday.

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- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one-half mile at a time on uneven ground. Total walking per shift is 0% - 10%.
- **LIFTING/CARRYING:** 0 -10 lbs. – continuously; 11-20 lbs. –frequently; occasionally worker may carry boxes of office supplies and move office furniture.
- **PUSHING/PULLING:** Limited to opening doors.
- **REACHING/HANDLING:** Writes and types information, draws diagrams, uses 10-key, does data entry, uses computer, opens envelopes, uses telephone, radio, etc.
- **TWISTING:** Rotates head fully to both sides to observe equipment and workers while standing on the ground.
- **CLIMBING:** Occasionally climbs stairs on business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Frequently performs a variety of tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps, and tree trimmer chippers for less than one hour per day. Hearing protection is provided. Exposed to numerous types of pollen depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.

Revised: January 5, 2018