



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Standards and Planning Engineer 1-3
REPORTS TO: Electric Engineering Manager

STATUS: Exempt / Non-union
RANGE: 25 – 36 – 43

POSITION SUMMARY: The Standards and Planning Engineer 1-3 is responsible for engineering work involving the performance of studies and recommending construction and material standards for electric distribution and transmission facilities. Planning responsibilities involves the preparation of conceptual designs, studies, reports and estimates for the short and long range planning of the electric facilities. This position provides technical support to the Engineering Technicians. Responsible for the job cost estimating system and the division's facilities database. A Standards and Planning Engineer 1 will initially work under close supervision. With experience, this position will work relatively independently on projects of major complexity and scope with considerable latitude. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and model 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. Develops, implements and reviews construction and material standards for electric distribution and transmission facilities.
5. Works with vendors and representatives on new product applications and quality issues.
6. Reviews completed work orders for differences between the design and the as-built; verifies the work was performed to company standards, the National Electrical Code (NEC) and the National Electrical Safety Code (NESC).
7. Follows the construction of projects with the line crews.
8. Works with engineering consultants and contractors on engineering projects.
9. Follows and inspects construction of projects with contract crews.
10. Performs studies and makes recommendations on replacing underground cables due to poor reliability history and other criteria.
11. Assists in electric engineering support for transformer loading, fuse coordination and load balancing for studies and projects.

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12. Performs distribution transformer load management studies.
13. Performs system studies of VAR loading, monitors VAR loading and implements required changes.
14. Performs other studies for the Electric Division on an as-needed basis.
15. Performs planning studies on distribution and transmission facilities for the ten-year plan (may assist with substation and fiber optic facilities)
16. Obtains site permits for major projects.
17. Develops, modifies, edits and runs management and special reports from the division's databases.
18. Maintains valid Oregon driver's license and good driving and safety record.

Marginal Functions

19. Provides assistance with compliance to WECC and NERC requirements.
20. Performs Supervisor-on-Call duties on a rotational basis.

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
- 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

- Will consider recent graduate for this position and will provide on the job training
- Engineering experience in a utility or other related experience preferred
- AutoCad experience is preferred

Knowledge, Skills & Abilities

- Considerable knowledge in mathematics and science
- Considerable knowledge in Microsoft Word, Excel, Power Point and Access software
- An Electrical Standards and Planning Engineer 2 is required to have an Oregon Engineer-in-Training license
- An Electrical Standards and Planning Engineer 3 is required to have an Oregon Professional Engineer license

Education

- High school diploma or equivalent
- Bachelor's degree in electrical engineering from an ABET accredited school
- Engineer-in-Training license is preferred

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.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on highways.

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- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet. Speaks clearly communicating by two-way radio.
- **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.
- **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:** Not usually required.
- **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:** Occasionally performs a variety of light 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.