



Electrical Engineering/GIS Technician

Department: Electric Operations

FLSA Status: Non-Exempt

Union/Non-Union: Union

Travel: Local and regional travel up to 30%; Regular travel to District facilities and customer properties. Occasional attendance at meetings and seminars.

Reports to: Director of Operations

Revised Date: March 18, 2019

About Electrical Engineering Tech (EET) Duties

The Electrical Engineering Technician is responsible for the design and staking of new customer extensions, system improvements, and to prepare associated staking sheets and cost estimates. The EET is also responsible for maintaining the Mobile Workforce and Outage Management System modules through NISC, the District's database software.

Supervisory Relationship:

This position is non-supervisory.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the District's safety culture, including safety meeting attendance and trainings, and actively working in a safe manner including wearing PPE.
- Assess new customer/developer needs for new or altered services.
- Conduct field inspections and survey existing facilities, easements, and obstacles to define electric service options.
- Calculate costs for each job, invoice customers and ensure payment is received.
- Obtain all non-environmental permits including county, state, federal, railroad, and property easements needed for completion of the job.
- Maintain the utility system's GIS database and mapping, including staking for easements and rights-of-way with use of GPS collection software, including maintenance of system map and book.
- Coordinate and obtain locates and requests for locates with all other underground utilities.
- Identify load requirements, size transformers and conductors to deliver energy to customers and maintain sufficient operation and coordinate with utility devices.
- Process requests for joint use (pole contacts and contracts) and assess pole capacity and health.
- Create presentation maps and reports and compile annual statistical data on services and equipment counts.
- Maintain records and archives for work orders and as-builts, deducting material charges from inventory.
- Maintain transformer database and connection to customer accounts for outage system operation.
- Design new developments and 3-Phase commercial services.
- Be responsible for maintaining District records created by this office in accordance with the Washington State Public Records Act.

- Provide recommendations for policy changes with regard to the electric service policy, line extension policy, and other relevant electric policies.
 - Performs any other duties or activities that may be assigned.
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Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School diploma or equivalent
- Minimum AA degree in engineering or a GIS Certificate or
- 2-4 years relevant experience in staking, engineering, or related electric utility distribution with heavy utilization and proficiency with Esri ArcGIS preferred

Certificates, Licenses, or Registrations:

- Must possess a valid Washington State driver's license with a safe driving record.
- CPR/1st Aid certification (training provided)
- Must complete the NWPPA Staking Technician Certification by to top-out at union scale (training provided)
- Flagging Card preferred

Skills & Knowledge:

- To perform this job successfully, an individual must be proficient in MS Office including Outlook, Excel, PowerPoint and Word.
- Must be able to communicate fluently in the English language both orally and through writing with correct grammar, spelling and punctuation.
- Must have a strong working knowledge of ESRI ArcGIS suite of products, Trimble or field collection GPS devices.
- Punctuality and regular attendance are required.
- Must be able to articulate the District's electrical engineering policy and practices to customers.
- Must be able to get along with co-workers and promote a positive work environment.
- Must have good customer service skills and be able to communicate politely and professionally with customers and contractors, exhibiting the District's core values.
- Must have a working knowledge of ESRI ArcGIS suite of products, Trimble or field collection GPS devices.
- Must have a working knowledge of electric utility systems, components and specifications-metering, including siting and access, CT metering, PT metering, metering of various voltages and meter forms.
- Working knowledge of electrical codes, i.e. NESC, NEC and ROW laws.
- Proficiency in AutoCAD software and computer drafting, produce drawings with neatness and clarity.
- Able to read and interpret electrical schematics and be familiar with electric symbology.
- Possess basic field surveying techniques.
- Possess a working knowledge of mapping, map projections, analysis and interpretation.
- Must be able to work independently while maintaining a high level of work and productivity.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk, climb stairs, bend, reach, use hands to finger, handle, or feel, and sit for extended periods of time. Work indoors and outdoors; sit for extended periods; operate office machines including personal computers with keyboards, calculator, copier and telephone; possess visual abilities necessary to discern images on a computer screen, read reports and other publications, and operate a motor vehicle; possess verbal and auditory abilities to communicate effectively in person and on telephone; travel by car or truck. Lift up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is both indoor in an office environment and outdoor on highways and customer properties, uneven surfaces and all types of weather; must navigate hazards and obstacles like brush, debris, holes, fences and open trenches associated with construction sites and rural service areas.

Nothing in this job description restricts the District’s right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

Employee Acknowledgement

I have reviewed this document and understand the responsibilities of this position.

Employee Signature

Date

This institution is an equal opportunity employer and provider.