Electric Engineer

Wage or Salary:
Salary Range $78 - $114k / year, DOE, Competitive Pay and Benefits

About the Electric Engineer Position
Mason County PUD No. 1 is seeking a qualified, dynamic leader to join our electrical engineering and operations departments. Mason PUD 1 is located in Potlatch, Washington and serves power customers along the beautiful Hood Canal from Skokomish Valley to Walker Mountain in Jefferson County.

The Electrical Engineer (EE) is responsible for the design and staking of new customer extensions, system improvements, designing line rebuilds and new construction of the electrical system, preparing associated staking sheets and cost estimates. The EE is also responsible for maintaining the Mobile Workforce and Outage Management System modules through NISC, the District's database software.

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.
- Cultivate a safe and respectful workplace in which employees promote and provide excellence and pride in how they conduct the public's work, in accordance with the District's mission and core values.
- 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.
- Conduct field inspections on work in progress and recommend corrective action.
- Maintain a thorough knowledge of Mason County PUD 1's substations, transmission and distribution (overhead and underground) system.
- Develop and maintain operating procedures and practices, including those essential for switching, energizing, tracking, and scheduling of outages with appropriate notices to affected customers.
- Coordinates and supervises right-of-way activities.
- Investigates and analyzes system emergencies such as interruptions to services; diagnoses operating difficulties; reviews and approves repair strategies after considering impacts to operations and service levels.
- 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.
- Must be able to handle confidential information and material.
- Contribute to the development, implementation, and ongoing refinement of the District's strategic mission as an active participant on the management team.
- Keep the Engineering Manager and General Manager well informed and seek advice and counsel on special problems.
- Establishes and maintains effective professional working relationships with co-workers, employees, members, local organizations, trade associations, service organizations and others where needed.
- Practices good communication habits with all customers, contractors, vendors and staff by responding to phone calls, emails and other means of communication in a timely and professional manner.
- Plans and completes special projects as delegated.
- Accomplishes other duties as assigned to fulfill the objectives of the District.

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
- GIS Certificate and proficiency with Esri or ArcGIS preferred
- B.S. in Engineering, Electrical Engineering, or similar field strongly preferred
- May accept relevant experience and proven competency in staking, engineering, or related electric utility distribution in lieu of degree

Certificates, Licenses, or Registrations:

- Must possess a valid Washington State driver's license with a safe driving record.
- CPR/1st Aid certification (training provided)

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.
- Punctuality and regular attendance are required.
- Must be able to articulate the District's electrical and water engineering policy and practices
- 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 strong working knowledge of ESRI ArcGIS suite of products, Trimble or field collection GPS devices.
- Possess a working knowledge of mapping, map projections, analysis and interpretation.
- Able to read and interpret electrical schematics and be familiar with electric symbology.
- 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.

Usual office conditions with ability to exert up to twenty (20) pounds on a regular basis, as well as performing such activities as fingering, grasping, lifting, reaching, crouching, and repetitive tasks. Individual must be able to traverse all types of terrain, climbing over limbs and debris. Individual may be exposed to conditions and hazards from obstacles, heights, and open trenches associated with construction sites. Work may be performed in proximity to electrical high voltage lines and equipment and on the shoulder of highways and roadways. The incumbent frequently uses a cellular phone, and two-way radio. This position generally involves District contact at hours other than normal business hours.

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.





About Mason County PUD No. 1

Mason PUD 1 is the oldest operating PUD in Washington State. With 25 employees and just over 8,300 electric, water, and wastewater meters, it is also one of the smallest and most efficient utilities in the state, winning numerous industry awards for safety, communications, and operational excellence.

The PUD owns and operates 74 water systems throughout Mason County, serving approximately 3,058 water customers; owns one community sewer system, serving 18 customers; and 5,505 electric customers along the Hood Canal.

For more information, please visit our website at www.mason-pud1.org or our social media pages: https://twitter.com/MasonCountyPUD1 and https://www.facebook.com/MasonPUD1.

SNAPSHOTS FROM MASON PUD 1's SERVICE TERRITORY



PLEASANT HARBOR MARINA, BRINNON, WA



HAMMA HAMMA BRIDGE on US HWY 101, LILLIWAUP, WA



VIEW OF HOOD CANAL AND THE OLYMPIC MOUNTAINS from UNION, WA



TRANSMISSION LINE ACROSS THE TIDEFLATS on HWY 106 to UNION, WA



BPA AND MASON PUD 1 TRANSMISSION LINES, SKOKOMISH VALLEY, WA



DRIVING BY THE ELK IN BRINNON, WA