POSITION DESCRIPTION CITY OF GREENFIELD, INDIANA

POSITION: Distribution Engineer DEPARTMENT: Power and Light

WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: MAY 2008 STATUS: Full-time

DATE REVISED: APRIL 2024 FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Distribution Engineer of the Power and Light Department, responsible for all issues related to system planning, project management of electric transmission, distribution, testing and maintenance for substation facilities. Responsible for scheduling and meeting with developers and contractors, assist with the preparation of long range and capital improvement plans, writing equipment specifications, purchasing materials and assist others in the development of annual budgets.

Distribution Engineer Duties:

Assists others with the planning and design of all electrical transmission, distribution and substation facilities.

Performs studies to determine standards/procedures for construction, operation and maintenance of transmission, distribution and substation facilities.

Manages the Power and Light Department NERC reliability compliance program.

Prepares and submits monthly compliance submittals on the NERC Align web portal.

Prepares and submits monthly compliance submittals on the Reliability First web portal.

Communicates with Duke Energy (phone-email) updated NERC compliance documents.

Communicates with (phone-email) a NERC subject matter expert (SME) as needed.

Reviews the NERC and Reliability First websites daily for any new updates.

Updates the DOE OE-417 document as needed.

Performs monthly inspections for (3) of Greenfield's electric substations.

Schedules and prepares RFP's/RFQ's for substation maintenance and testing to comply with the NERC reliability standards.

Enters all Greenfield Power & Light emergency call out reports into the APPA eReliability Tracker web portal.

Performs the initial review and download of information related to bulk electric system, substation and distribution system disturbances.

Attends meetings, webinars, and seminars related to NERC reliability standards.

Serves on 24-hour call responses for Duke Energy and NERC Alerts.

Generates construction work orders to install, remove, or maintain transmission, distribution and substation facilities.

Assists others with the preparation of contract specifications for outsource construction projects and administer contract terms in the field.

Prepares scope of work (SOW) and request for quote (RFQ) for substation maintenance and testing.

Assists others with the preparation of budgets and forecasts relating to future expenditures for electric facilities, utility vehicles and safety and health related equipment.

Attends coordination and construction meetings with local private, city and state officials.

Attends seminars, technical expositions and continuing education classes to stay abreast of new technologies and operations procedures.

Periodically performs duties of Journeyman Lineman, including inspecting reported power system failures, constructing, maintaining, and removing power system components, maintaining electrical service cables and equipment, and performing power system switching.

Serves on 24-hour call for GPL emergencies.

Performs related duties as assigned.

I. Skills and Knowledge:

High school diploma or GED. Successfully completed approved lineman apprentice program.

Journeyman Lineman Certificate.

Minimum of four years of Electric Distribution Engineering construction and maintenance and/or 10 years experience in the electric utility industry required.

Knowledge of North American Electric Reliability Corporation (NERC) compliance standards and guidelines with a minimum of 5 years experience.

Ability to meet all hiring requirements, including department required certifications, passage of a medical exam and a drug test.

Working knowledge of standard English grammar, spelling, and pronunciation, and ability to complete detailed reports within department deadlines.

Computer skills – Microsoft Office, Word, Excel, and Power Point.

AutoCAD knowledge or willing to acquire education and training in AutoCAD.

Thorough knowledge of power system component construction standards and working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures and concepts of electricity.

Ability to effectively communicate in a courteous and tactful manner with co-workers, other city Departments, the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to read and interpret maps, mechanical drawings, specifications, and safety manuals.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and work with others in a team environment.

Ability to work rapidly for long periods, and work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours.

II. Difficulty of Work:

Incumbent performs a variety of duties which are somewhat repetitive, but of substantial intricacy, requiring analysis of many complex variables. Incumbent exercises independent judgment in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with clearly defined state and federal standards.

III. Responsibility:

Incumbent performs operational and laboratory functions according to Department goals and objectives and legal requirements, discussing unusual and/or unprecedented situations with supervisor. Work is periodically reviewed for technical accuracy and compliance with legal requirements.

IV. Personal Work Relationship:

Incumbent maintains frequent contact with co-workers, other City departments, the public for the purpose of exchanging information, and managing/coordinating operations.

Incumbent reports directly to Operations Supervisor and Electric Utility Manager.

V. Physical Effort:

Incumbent performs a variety of administrative tasks in an office atmosphere involving federal regulations & standards, & assists in construction and maintenance (as needed) on power lines involving hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing up to 90 pounds, pushing/ pulling objects, reaching, bending, crawling, crouching/kneeling, and handling/grasping/fingering objects.

VI. Working Conditions:

Incumbent performs duties inside and outside with some exposure extreme weather. At times, incumbent works around high voltage lines and in high places on ladders and poles, for which safety precautions must be followed at all times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Distribution Engineer for the Power and Light Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes No	
Applicant/Employee signature	Date
Print or Type Name	

JOB POSTING GREENFIELD POWER AND LIGHT DEPARTMENT

POSITION: Distribution Engineer WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2007 STATUS: Full-time DATE REVISED: April 2024 FLSA STATUS: Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Essential Functions:

Assists others with the planning and design of all electrical transmission, distribution and substation facilities.

Performs studies to determine standards/procedures for construction, operation and maintenance of transmission, distribution and substation facilities.

Generates construction work orders to install, remove, or maintain transmission, distribution and substation facilities.

Assists others with the preparation of contract specifications for outsource construction projects and administer contract terms in the field.

Assists other with computer studies to determine system load flows, load forecasts and system protective device coordination.

Review electrical equipment and construction material marketing information. Write specification for the purchase of services or equipment related to substation facilities. Review bids and recommend bid awards.

Assists others with the preparation of budgets and forecasts relating to future expenditures for electric facilities, utility vehicles and safety and health related equipment.

Assists all customers with electrical service questions as requested.

Attends coordination and construction meetings with local private, city and state officials.

Attends seminars, technical expositions and continuing education classes to stay abreast of new technologies and operations procedures.

Manages the Power and Light Department NERC reliability compliance program.

Prepares and submits monthly compliance submittals on the NERC Align web portal.

Prepares and submits monthly compliance submittals on the Reliability First web portal.

Communicates with Duke Energy (phone-email) updated NERC compliance documents.

Communicates with (phone-email) a NERC subject matter expert (SME) as needed.

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Periodically performs duties of Journeyman Lineman, including inspecting reported power system failures, constructing, maintaining, and removing power system components, maintaining electrical service cables and equipment, and performing power system switching.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

Skills and Knowledge:

High school diploma or GED. Successfully completed approved lineman apprentice program. Journeyman Lineman Certificate.

Minimum of four years of Engineering Construction and Maintenance and/or 10 years experience in the electric utility industry required.

Knowledge of North American Electric Reliability Corporation (NERC) compliance standards and guidelines with a minimum of 5 years experience.

Ability to meet all hiring requirements, including department required certifications, passage of a medical exam and a drug test.

Working knowledge of standard English grammar, spelling, and pronunciation, and ability to complete detailed reports within department deadlines.

Working knowledge of personal computers, Auto CAD, and word processing.

Computer skills - Microsoft Office, Word, Excel, and Power Point.

AutoCAD knowledge or willing to acquire education and training in AutoCAD.

Thorough knowledge of power system component construction standards and working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures and concepts of electricity.

Ability to effectively communicate in a courteous and tactful manner with co-workers, other city Departments, the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to read and interpret maps, mechanical drawings, specifications, and safety manuals.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and work with others in a team environment.

Ability to work rapidly for long periods, and work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Commercial Driver's License with required endorsements and demonstrated safe driving record.

LICENSE/CERTIFICATION NEEDED: