

**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: February 2007

STATUS: Full-time

DATE REVISED: ~~MAY 2008~~ April 2024

FLSA STATUS: Non-exempt

Formatted: Font color: Red, Strikethrough

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, ~~work order development,~~ project management of electric transmission, distribution, ~~testing and maintenance for and~~ substation facilities, ~~environmental/safety issues, maintenance and operation of SCADA.~~ Responsible for scheduling and meeting with developers and contractors, assist with the preparation of long range and capital improvement plans, writing equipment specifications, purchasing ~~substation~~ materials and assist others in the development of annual budgets.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

DUTIES: Distribution Engineer Duties:

Formatted: Font color: Red

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. ~~Ensure the update of system maps, records and SCADA.~~

Formatted: Font color: Red, Strikethrough

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 ~~utility services,~~ 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. ~~Purchase utility services, equipment, and materials for the Electric Service and Line Construction Departments.~~

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

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

~~High Voltage Electric Dist-Eng~~

~~Maintains all safety, health and environmental records and reports related to the electric utility.~~

Formatted: Font color: Red, Strikethrough

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.~~

~~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.~~

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

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

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

~~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.

~~Light\distengr~~Electric Dist-Eng

I. JOB REQUIREMENTS: 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/or Maintenance and/or 10 years experienced in an the electric utility environment 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. 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 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:~~ 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.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

III. ~~RESPONSIBILITY:~~ 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.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

IV. ~~PERSONAL WORK RELATIONSHIPS:~~ 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.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Incumbent reports directly to ~~Superintendent, Operations Supervisor and Electric Utility Manager.~~

V. ~~PHYSICAL EFFORT AND WORK ENVIRONMENT:~~ Physical Effort:

Incumbent performs a majority of duties in a standard office, involving sitting/walking at will, close/far vision, depth perception, keyboarding, color perception, hearing sounds/communication, speaking clearly, and handling/grasping objects.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

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: ~~MAY-2008~~ April 2024 **FLSA STATUS:** Non-exempt

Formatted: Font color: Red, Strikethrough

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:**~~ **Essential Functions:**

Formatted: Font color: Red, Strikethrough

Formatted: Not Strikethrough

Formatted: Font color: Red

- 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. ~~Ensure the update of system maps, records and SCADA.~~
- 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 ~~utility services~~, 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. ~~Purchase utility services, equipment and materials for the Electric Service and Line Construction Departments.~~
- Assists others with the preparation of budgets and forecasts relating to future expenditures for electric facilities, utility vehicles and safety and health related equipment.
- ~~Maintains all safety, health and environmental records and reports related to the electric utility.~~
- 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.~~
- ~~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.~~

Formatted: Font color: Red, Strikethrough

Hgh\disten\Electric Dist-Eng

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.
Prepares scope of work (SOW) and request for quote (RFQ) for substation maintenance and testing.
Attends meetings, webinars, and seminars related to NERC reliability standards.
Serves on 24-hour call responses for Duke Energy and NERC Alerts.
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.

JOB REQUIREMENTS: Skills and Knowledge:

Formatted: Font color: Red

High school diploma or GED. Successfully completed approved lineman apprentice program. Journeyman Lineman Certificate.
Minimum of four years of Engineering, Construction, and/or Maintenance and/or 10 years experience in the electric utility environment 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.

- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red
- Formatted: Font color: Red, Strikethrough
- Formatted: Font color: Red, Strikethrough

|

LICENSE/CERTIFICATION NEEDED:

|

High Voltage Electric Dist-Eng