

Title: Engineering Technician III – LE
PG: 54
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 302920
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This highly skilled technical position is responsible for the engineering, design, maintenance, project management, and technical data of the utility's electrical system. The work involves performing and/or assisting engineers and other professionals in a wide variety of complex engineering, statistical and mathematical tasks for maintaining power quality and reliability. Work also involves the use of computer input/output terminals, microcomputers, calculators, and other technical data processing and data gathering devices. Resolves transmission/distribution maintenance issues in areas of power quality, systems reliability, joint users, and lighting. May acquire utility easements and apply for permits, submit prints, and work orders. Work is performed according to general instructions from a supervisor and is randomly checked for quality, accuracy and completeness.

ESSENTIAL FUNCTIONS:

1. Design and plan complex electric distribution systems using established guidelines and engineering practices.
2. Create work orders, prints, material lists, and related documentation required for construction, and process work orders for maintenance on existing electrical transmission and distribution lines.
3. Install technical voltage recording equipment to determine power quality problems. Contact customer to obtain needed information for design purposes, and resolves customer voltage complaints.
4. Assists in design, develop, organize, and maintain the transmission and distribution construction standards.
5. Operates various computer aided engineering design programs or tools and produces work orders and support GIS drawings for utility T & D lines and substation construction projects.
6. May manage construction of substations and additions.
7. Performs field inspections to ensure that proper materials were installed as per design.
8. Maintain project data file for the duration of the project.

ADDITIONAL RESPONSIBILITIES:

1. May be assigned as mentor and trainer for new hire or inexperienced subordinate employee.
2. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

May function in a lead role, assigning, instructing and checking the work of others employees. Majority of the time is spent performing the same work duties as other members of the group.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of and complete familiarity with computer input/output terminals, calculators, and other technical data processing devices.
2. Knowledge of word processing, computer aided design (CAD), spreadsheet, database, GIS and presentation software.
3. Knowledge of mathematics and statistics.
4. Knowledge of engineering theory, practices, standards, national safety codes and methods used in office and field engineering for design and construction of electrical transmission lines, distribution lines and substations.

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5. Knowledge of Lakeland's service territory, Electrical Transmission and Distribution and Service Construction Standards, the Subdivision and Commercial Development Policy, the Standard Electrical Service Requirement Policy, National Electric Safety Code (NESC) and the Customer Service Information System.
6. Knowledge of basic budgetary and accounting procedures and practices.
7. Knowledge of the Polk County Property System including easement/legal description terminology.
8. Skill in performing a wide variety of tasks using various data handling machines and devices.
9. Ability to establish and maintain effective working relationships with co-workers, developers, contractors, other City employees, and the general public.
10. Ability to assist in administration of contracts including review plans correspondence, reports and specifications of a minor nature.
11. Ability to coordinate activities in relation to other utilities' and customers' need.
12. Ability to procure goods and services from various vendors.
13. Ability to use various portable electrical measuring meters, survey equipment and perform engineering and surveying calculations.
14. Ability to do surveying, overhead and underground electrical permits.
15. Ability to maintain accurate records, files, and reports.
16. Ability to understand, follow and transmit complex oral and written instructions.
17. Ability to develop, implement, and administer technical projects including creating highly complex engineering drawings, work order documents, performing difficult technical computations, make estimates, cost evaluations, and to compile statistical data without supervisory input.
18. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
19. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary and active work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis, and routine keyboard operations, operation of City general purpose vehicles (automobile or pick up truck), some job duties may be performed in an office environment while other duties may require field work at various outdoor job sites.

The job risks exposure on rare occasions to electrical or mechanical or chemical hazardous conditions, and occasional exposure to extreme noise levels, dusts pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors, and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception and sense of smell.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Successful completion of an Associate of Arts in Business or Engineering, or an Associate of Science degree from an accredited college or university, or two (2) years of accredited college courses in a Bachelor of Science degree-seeking program.
2. Five (5) years of experience in mathematical, technical, or in related electric utility work.
3. Must be able to complete 20 Continuing Education Units (CEUs) of electric utility subject courses within the first three (3) years of employment.
4. An equivalent combination of education and experience which is determined to be directly related to the foregoing specific requirements may be substituted.

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SPECIAL REQUIREMENTS:

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. May be required to attend meetings and visit job sites at locations other than primary work location.
4. May be required to pass and maintain quality for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.