

Title: Engineering Technician IV – LE
PG: 58
Status: Civil Services
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 303020
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This highly skilled technical position is responsible for all aspects of project management, design, and engineering of the utility's electrical system distributed to commercial and residential customers. Involves performing direct assistance for engineers and other professionals in a wide variety of complex engineering, statistical and mathematical tasks for maintaining power quality and reliability. Assist in project budget, concept design, construction standards, and specification and bid review. Directs and coordinates work orders to relocate and/or upgrade overhead and underground distribution circuits. Resolves transmission and distribution maintenance issues in areas of power quality, systems reliability, joint users, and lighting issues. Work is performed according to general instructions from a supervisor and is sometimes checked for quality, accuracy and completeness.

ESSENTIAL FUNCTIONS:

1. Develops design of complex electric distribution systems, electric construction standards, and drawings for specific projects according to established guidelines and engineering practices.
2. Create work orders, prints, material lists, and related documents as required for construction purposes utilizing computer programs.
3. Prepares data specifications, engineering plans, diagrams, schematics, equipment and materials, and cost estimates for required aspects of projects and studies.
4. Contact external customer to obtain needed information for initiating electric service requirements. Maintains customer relationship throughout the project including follow up meetings.
5. Establish and maintain project data file for the purpose of ensuring all internal requirements and documentation have been satisfied for the duration of the project.
6. Provides project management and quality control of work done by parties associated with projects and studies.
7. Performs field inspections to verify proper material used per design.
8. Train and mentor lower level Technicians.
9. Interface with contract overhead electric line construction crews and underground conduit contractor crews when needed.

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 familiarity with personal computers, computer input/output terminals, calculators, and other technical data-processing devices.
2. Extensive knowledge of practices, procedures, standards and methods used in office and field engineering work in conjunction with utility design or application.
3. Extensive knowledge of the materials and equipment used in utility system construction, operation, and maintenance.
4. Knowledge of basic engineering theory.
5. Knowledge of mathematics and statistics.

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6. Thorough knowledge of computer-aided engineering drafting, spreadsheets, word processing and other computer programs.
7. Considerable knowledge of applicable technical and safety codes.
8. Ability to assist other professionals in various complex statistical and/or other types of utility-related analysis.
9. Ability to perform engineering calculations required by duties.
10. Ability to understand and extract pertinent information from technical data or reports.
11. Ability to read and interpret plans, specifications, and engineering drawings, and prepares reports.
12. Ability to understand, follow and transmit complex oral and written instructions.
13. Ability to perform difficult technical computations, make estimates and compile statistical and other types of data.
14. Ability to establish and maintain effective working relationships with co-workers, other City employees, contractors, and the general public.
15. Ability to direct the work activities of subordinate technicians or students as required.
16. Ability to carry out assignments independently and with minimum supervision.
17. Ability to communicate effectively, both verbally and in writing.
18. 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.
19. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
20. 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. Eight (8) years of experience in mathematical, technical, or in related electric utility work.
3. Must have successfully completed 20 Continuing Education Units (CEUs) of electric utility subject courses.
4. An equivalent combination of education and experience which is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

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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. Must be able to work "call out" as necessary to provide operational effectiveness.
5. May be required to pass and maintain quality for:
 - a. Respiratory Protection Physical.
 - b. Pulmonary Function.
 - c. Qualitative and Quantitative Fit Test(s).
6. 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.