

Title: Engineering Technician II - LE
PG: 47
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 302820
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This moderately skilled technical position is responsible for project design, management, and completion for electrical distribution of residential and commercial customers. Work is performed under the general direction of an appropriate supervisor, and checked upon completion to insure quality, accuracy, and completeness.

ESSENTIAL FUNCTIONS:

1. Prepare distribution design based on load data and customer needs.
2. Prepares project design, materials, and budget/invoices for supervisor approval.
3. Designs lighting applications, create work orders, and inspect contractor work.
4. Performs field checks to verify that electrical conduit and hardware are installed per plans.
5. Submit recorded technical data and electric facilities design as completed and energized.
6. Record Redline and lighting installations into GIS.
7. Respond to internal and external customer communications, inquires, and requests.
8. Trains, assists, and consult with other engineering technicians to solve complex problems.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibility.

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 and methods used in office and field engineering for design and construction of electrical transmission lines, distribution lines and substations.
5. Knowledge of Lakeland's service territory, Electrical Distribution and Service Construction Standards, the Subdivision and Commercial Development Policy, the Standard Electrical Service Requirement Policy, and the Customer Service Information System.
6. Knowledge of basic budgetary and accounting procedures and practices.
7. Skill in performing a wide variety of tasks using various data handling machines and devices.
8. Ability to establish and maintain effective working relationships with co-workers, developers, other City employees and the general public.
9. Ability to assist in administration of contracts including review plans, correspondence, reports and specifications of a minor nature.
10. Ability to coordinate activities in relation to other utilities' and customers' need.
11. Ability to procure goods and services from various vendors.
12. Ability to use various portable electrical measuring meters, survey equipment and perform engineering and surveying calculations.
13. Ability to do surveying, overhead and underground electrical permits.
14. Ability to maintain accurate records, files, and reports.
15. Ability to understand, follows, and transmits complex oral and written instructions.

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16. Ability to develop, implement, and administer technical projects including creating moderately complex engineering drawings, work order documents, performing technical computations, make estimates, cost evaluations, and to compile statistical data without supervisory input.
17. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
18. 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 one (1) year of accredited college courses in an Associate of Arts in Business or Engineering, or an Associate of Science or Bachelor of Science degree-seeking program, including courses in mathematics and sciences.
2. Three (3) years of experience in mathematical, technical, or in related electric utility work.
3. Must be able to complete six (6) semester hours of college courses each year within the first five (5) years of employment. Course work must be in an accredited college, in an Associate of Arts in Business, or an Associate of Science or Bachelor of Science degree-seeking program, including courses in mathematics and sciences.
4. An equivalent combination of education and experience which is determined to be directly related to the foregoing specific requirements may be substituted.

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 extended hours as necessary to provide operational effectiveness.
5. Must be able to work "call out" as necessary to provide operational effectiveness.
6. May be required to pass and maintain quality for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
7. 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.