

City of Seward
Job Description



Job Title: Field Engineer

Range:	N/A	Salary:	75% of Linemen's
Department:	Electric	Approved by:	
Reports to:	Operations Supervisor	Date:	
Supervises:	N/A		
Position:	Regular, Full-Time		

Summary:

Day to day supervision of work for the electric utility line crew, including operations, planning, design, engineering, and construction of electrical facilities and system. Acts as back-up "Load Dispatcher" during emergencies.

Essential Duties and Responsibilities:

Inspects work accomplished by electrical contractors or City crews. Reviews contractor's estimates and request for payments. Reviews and prepares recommendation for change orders. Coordinates construction activities with utility operations.

Designs, plans, stakes and inspects subdivision, line extensions, transformer, pole and other system equipment replacement/installation, and secondary services. Administers work orders. Implements long range utility plans through design of these jobs.

Prepares and maintains electrical circuit maps.

Inventory maintenance and specification.

Evaluates service applications and job orders. Meets with the customers and evaluates their electrical needs. Designs electrical systems to meet those needs. Writes cost estimates based on the designs. Reviews reported work orders for accuracy upon completion. Prepares recommendations for changes in cost to the customer as required. Receives complaints of cost or work performance and writes letters of job detail and City Code interpretation.

Specifies materials for purchase by the electric utility.

Researches property ownership, contacts owners, and prepares electric utility easements for signature and recording.

Coordinates locates for underground utilities.

Inspects new and existing electrical services for compliance with the National Electrical Safety Code and the City Code.

Applies for permits with applicable government agencies as needed.

Received: _____ Approved: _____
Employee: _____ Dept Head _____ Personnel _____ City Manager _____

Addresses customer problems or complaints through field visits to the site and investigation of circumstance, load history studies, metering studies and rate studies. Recommend or initiate corrective action as required.

Performs other administrative and engineering functions as assigned.

Supervisory Responsibilities: N/A

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Skills in basic electrical engineering, operations of electrical utility and electrical construction techniques. Knowledge of electrical codes and standards. Experience in field engineering and inspection of electrical construction. Capable of understanding engineering drawings, interpreting standard specifications and basic engineering manuals and performing basic surveys. Computer skills in spreadsheets, word processing and computer aided drafting. Ability to communicate with utility personnel, electrical operations and construction crews as well as with customers. Knowledge of administration and accounting procedures. Knowledge of electrical metering and appropriate application.

Education and/or Experience:

A Bachelor's Degree in electrical engineering is desirable, but not required if extensive practical field experience is demonstrated. Experience in survey and survey techniques is desirable. Experience in applying the National Electrical Safety Code to designs and real situations. Training and experience in Hazardous Materials and Emergency Response; Accident Investigation; Lock-Out, Tag-Out Procedures; Underground Location Equipment and procedures; Electric Materials and Equipment installation; and American Traffic Safety Procedures.

The employee is encouraged to explore and recommend continued education and training. Proposed training may be approved, contingent on, but not limited to, work load, cost, location and availability.

Language Skills:

Ability to read, analyze, and interpret the City Code, engineering drawings and manuals, standard specifications, and the National Electrical Safety Code. Ability to write reports and correspondence to customers. Ability to effectively present information and respond to questions from customers and the general public.

Mathematical Skills:

Ability to apply advanced mathematical concepts to real electrical/structural design.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside and outside weather conditions.

The noise level in the work environment is usually moderate but may include extreme noise where hearing protection is required.