

<b>City of St. Charles</b> <b>Position</b> <b>Description</b>  <b>ST. CHARLES</b> <b>SINCE 1834</b>	<b>Position Title</b>	<b>Electric Engineer</b>				
	<b>Department</b>	Public Works	<b>Division</b>	Electric	<b>Section</b>	
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	Non-Union		
	<b>Reports to</b>	Sr. Electric Distribution Engineer/Electric Transmission and Substation Engineer	<b>Positions Supervised</b>	<ul style="list-style-type: none"> <li>• Field Contractors</li> <li>• Engineering Consultants</li> </ul>		
	<b>FSLA Status</b>	Exempt	<b>Salary Grade</b>	L		

**Position Description Overview**

This position, under the general supervision of the Sr. Electric Engineer and the Electric Transmission and Substation Engineer, is responsible for engineering services, project management, and supervisory work for electric distribution, transmission, and substation maintenance and capital projects, in accordance with the Municipal Code(s)/Policy(s) of the City of St. Charles, The National Electrical Safety Code (NESC), The National Electrical Code (NEC), and all codes and standards that apply to electric utility operations.

- Essential Job Functions**
- Standard*
1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
  2. Adhere to all departmental and City safety policies.
  3. Consistent attendance and punctuality is required.
- Position-Specific*
1. Provide engineering activities on assigned projects, which include designing, specification writing and managing project during construction.
  2. Perform distribution system planning studies, analyze circuit loading, develop switching routines for load transfers and build contingency plans.
  3. Assist in the design and operation of the Supervisory Control And Data Acquisition (SCADA), Geographic Information System (GIS), in updating drawings utilizing Computer Aided Design (CAD) software.
  4. Perform on-site inspection of the projects to make sure they are installed per city specifications, and complies with the NESC and the NEC.
  5. Assist in the engineering and supervision on various electric power systems including maintenance of the Transmission, Distribution, and Substation Systems.
  6. Perform as front line contact with customers relative to new project design and installations.
  7. Effectively supervise and manage all professional service consultants who are hired on a contractual

- basis (e.g. Engineering Consultants, RHA, HLR, PSE, and RMI).
8. Perform in-depth review of engineering plans and specifications associated with the electric utility of primary and secondary feeders, feeding new Industrial/Commercial building within the corporate and planning jurisdictional boundaries of St. Charles. To make sure they meet the City Standards, the NESC, the NEC and appropriate codes or standards.
  9. Communicate, respond, react, and participate in solving substation problems, which arise from weekly substation inspections.
  10. Assist with the preparation and implementation of electrical engineering's budget.

**Additional Job Functions**

*Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and City-wide goals;
  - Assisting other co-workers on special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

*Position-Specific*

1. Assure that all T&S maintenance programs are properly accomplished and documented, including inspections and reporting.

**Basic Requirements**  
For successful performance in this position, the incumbent will need to demonstrate the following:

<b>Knowledge</b>	<i>Standard</i>
	<i>Position-Specific</i>

1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.

1. Understanding of power distribution systems.
2. Awareness of fundamental components of distribution, substation, and transmission operation and maintenance, including microprocessor based relays.
3. Awareness of general practices of an electric utility. Awareness of the NESC and NEC.
4. Familiar with general utility construction.
5. Proficiency in C++ and Visual Basic programming languages

<p><b>Skills</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Effective project management skills and the ability to plan, organize, and schedule work performed on electric utility system.</li> <li>2. Aptitude to learn, understand, and apply very complex software including CAD, SCADA, and modeling programs.</li> </ol>
<p><b>Abilities</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>7. Ability to speak and communicate clearly in an office environment.</li> <li>8. Ability to speak effectively before groups of customers or employees.</li> <li>9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.</li> <li>11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>13. Possession of a valid driver's license.</li> </ol>

	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability and willingness to participate in week-long standby rotation. During standby weeks, fitness for duty, network connectivity to the City network via a City laptop computer, and ability to report to PW building within two hours shall be maintained 24 hours a day.</li> <li>2. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.</li> <li>3. Ability to promote and contribute to a team environment within the electric utility.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor’s degree in Electrical Engineering or related field required.</li> <li>2. Three (3) years of experience.</li> <li>3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <p>Moderate physical activity including:</p> <ol style="list-style-type: none"> <li>1. Ability to lift 25 pounds.</li> <li>2. Ability to perform manual labor under a variety of conditions, which may require walking, climbing, crawling, kneeling, stooping, standing, and/or sitting for extended periods of time.</li> </ol>

## Position Description Acknowledgement

**Position Title**

Electric Engineer

**Revised/Updated**

11/2/12

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date