



# North Attleborough Electric Department

## **A Customer Owned Utility**

*Serving Our Community Since 1894*

File: Job Description – System..., final, 10-31

## **Position Job Description**

**(PAS, 10-31-18)**

**Job Title:** System Engineer

**FLSA Status:** Exempt

**Department:** Engineering Division

**Effective Date:** October 31, 2018

**Reports to:** General Manager

**Retirement Classification:** Group 4

### **SUMMARY**

Plan, design, monitor, and share responsibility for the overall operation of NAED's electrical substations and distribution system. Work in conjunction with the Operations Division in the planning, design and the operation of the substation and distribution system by performing the following:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Conduct technical review and analysis of system changes, plans, and program, affecting electrical substations and the distribution system.

Utilize the GIS software, billing systems, SCADA, reliability tracker software, AutoCAD, and other engineering tools and department software.

Design additions or modifications to existing substations, distribution system, and obtain services of outside engineering professionals as necessary.

Maintain safe and efficient operation of the electrical substations and distribution system. Assist in developing scheduled maintenance to NAED's substations and distribution system and determine implementation of scheduled work.

Represent NAED with customers, electrical contractors, architects, engineers and other professionals engaged in the design and/or modification of new or existing customers' electrical equipment and/or electrical services. Review plans submitted by customers and/or outside contractors; perform engineering analysis and design to establish customer/contractor requirements and NAED requirements for provision of service.

Gather and analyze facts to make quick and accurate decisions as a result of storm problems, outages, voltage complaints, etc.

May serve as NAED's liaison and field advisory representative for public and private sector construction projects.

Maintain current knowledge of the profession through peer association, attendance at seminars and/or meetings, and by reviewing literature.

Work with electric wires or cables, energized or de-energized, up to 115,000 volts. Investigate system problems that result from load growth and/or system deterioration and engineer appropriate solutions.

### **MARGINAL DUTIES AND RESPONSIBILITIES**

Include the following:

Provide engineering assistance and technical support for all metering activities.

Assist in developing, implementing and monitoring the normal and emergency operations and procedures of NAED's substations.

Approve, perform, and direct, as necessary, all switching functions that are required to be performed.

Provide engineering assistance, technical support, and field operations services to the Operations Division in the construction, operation, and maintenance of the substation and distribution system.

Prepare specifications for the purchase of utility equipment and apparatus. Obtain quotes from vendors and recommend procurement.

Prepare various state and local reports and maintains data/statistics to ensure compliance with Hazardous Waste rules and regulations. Ensure compliance with health and safety rules and regulations such as "Right to Know."

Perform on-call responsibilities as needed.

Complete annual compliance reporting to regulatory agencies.

Approve material requisitions from Inventory Specialist.

Manage contract construction crews.

### **SUPERVISORY RESPONSIBILITIES**

Serve occasionally in a supervisory capacity relative to Substation personnel and activities.

## **QUALIFICATIONS**

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. The person in this position should be able to work under stressful conditions that require meeting deadlines to provide service to customers.

**Education and/or Experience:** Bachelor's Degree in Electrical Engineering with 3 or more years related experience and/or training or equivalent combination of education and experience. Experience in substation systems is desirable. Valid driver's license is required.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees. Must have excellent interpersonal skills particularly conflict resolution.

**Mathematical Skills:** Ability to apply concepts of algebra, geometry, physics, and calculus. Intermediate computer skills to include Microsoft Office, Excel, Access.

**Reasoning Ability:** Ability to solve practical problems. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **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 continually required to exercise the use of eyes, ears, hands, and fingers. The employee is continually required to stand, walk, reach with hands and arms, sit, climb or balance. Occasionally lift up to 35 lbs. Need close vision for this job.

## **WORK ENVIRONMENT**

The work environment described here is representative of that which an employee encounters while performing the essential functions of the 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 exposed to risk of electrical shock. Frequently exposed to moving mechanical parts, high precarious places, and outside weather conditions. Occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.