

JOB DESCRIPTION
GALLATIN DEPARTMENT OF ELECTRICITY
DISTRIBUTION ENGINEER- Entry to Senior level
Pay Range: \$36/hr-\$50/hr dependent on experience

At GDE, we believe teammates who put the needs of others before oneself, seek innovative solutions to problems and challenges, and understand how our words and actions impact our teammates and our customers, help GDE achieve our purpose of serving Gallatin together.

POSITION SUMMARY: The Distribution Engineer reports to the Manager of Engineering and is responsible for the daily operations of the Engineering Department which includes assisting with the operation, construction and maintenance of GDE's electrical system. The Engineer inspects, inventories, prepares construction work orders and maintains records required for the transmission and distribution of electric power.

This position is classified as Non-exempt for the purpose of the Fair Labor Standards Act. This position is subject to pre-employment, reasonable suspicion, promotion, return to duty and follow-up drug and alcohol testing. The normal work hours are Monday-Friday, 7:00 a.m.-4:00 p.m., with a 60-minute lunch period or GDE's 9-80 schedule, 9-hour days with one day off during a two-week payroll period with a 30-minute lunch.

ESSENTIAL FUNCTIONS:

- a. Design and engineering of GDE's electrical facilities according to accepted engineering standards
- b. Prepare and maintain operating records such as system maps, equipment records, work orders, and other records necessary in engineering, construction, operations and maintenance of the electric system.
- c. Field work as required includes staking of lines, inventory and inspection of overhead and underground facilities, prepare estimates, acquire easements and right-of-way as needed.
- d. Coordinate service and construction people through appropriate supervisors.
- e. Work with customers, residential and commercial, in determining and supplying their electrical needs.
- f. See that materials, supplies and equipment are available and in proper condition.
- g. Be thoroughly familiar with GDE construction specifications.
- h. Maintain familiarity with the National Electrical Safety Code and National Electrical Code.

- i. Serve as liaison between construction crews, accounting and warehouse personnel to assist in reconciling materials issued for work orders when necessary.
- j. Coordinate the activities of outside contractors as needed in the operation of electrical system.
- k. Operate the Dispatch Room including the telephone, radio, computer, OMS and SCADA system as necessary.
- l. Understand and safely carry out written or oral switching procedures for substations, transmission and distribution lines as necessary.
- m. Comply with applicable safety rules and regulations
- n. Maintain a commitment to excellence and promote the same commitment in those with which he/she works.
- o. Recognize and acknowledge the obligation due and importance of all GDE customers.
- p. Assume responsibility for the care and safeguarding of customer's property.
- q. Maintain familiarity and knowledge of GDE operating practices and policies.
- r. Maintain familiarity with the GDE system and the geography of the GDE service area.
- s. Assume responsibility for vehicles, tools, computers, equipment or other materials assigned to him/her.
- t. Ability and willingness to work outside of normal work hours when required.
- u. Function effectively and safely during adverse or inclement weather conditions.
- v. Attend training classes and seminars as required.
- w. Any other work assigned by a designated supervisor required for the successful performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Complete fluency in both oral and written English.
- b. Ability to operate two-way radio, speaking in clear and understandable voice.
- c. Ability to recognize himself/herself as an integral part of the GDE organization that requires active cooperation with all other GDE departments and employees.
- d. Actively contribute ideas and suggestions for the improvement of service quality.
- e. Ability to participate in committee or team activities.

Above all skills, aptitudes, and job experiences, being an ideal team player is the most vital attribute someone must bring to GDE.

***DETAILS OF WORK TO BE PERFORMED**

SUPERVISION:

Entry level provides no supervision of engineering staff. Senior level provides supervision of the engineering staff and assistance in the directing of the construction/contract crews.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role demands work be done both in the office and in the field. This position requires the use of both office equipment and field equipment.

REQUIRED EDUCATION & EXPERIENCE:

- a. High school diploma or equivalent
- b. B.S. Degree in electrical engineering or equivalent (i.e. mechanical engineering)
- c. Experience in electrical power distribution

PREFERED EDUCATION:

- a. Professional Engineer Licensure

