

JOB DESCRIPTION
GALLATIN DEPARTMENT OF ELECTRICITY
ENGINEERING INTERN

Pay Range: \$22.60/hr-\$28.60/hr

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 Engineering Aid works under the supervision of the Engineer or designated supervisor. This position assists in the operation, construction, and maintenance of the GDE electrical system.

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 determined by availability due to school.

ESSENTIAL FUNCTIONS:

- a. Design routine construction work orders.
- b. Maintain engineering records and mapping system.
- c. Perform routine field inspections of electric system.
- d. Assist Dispatch Room personnel as necessary.
- e. Comply with applicable safety rules and regulations.
- f. Recognize and acknowledge the obligation due and importance of all GDE customers.
- g. Assume responsibility for the care and safeguarding of customer's property.
- h. Maintain familiarity and knowledge of GDE operating practices, policies, and construction specifications.
- i. Maintain familiarity with the GDE system and the geography of the GDE service area.
- j. Assume responsibility for vehicles, tools, computers, equipment, or other materials assigned to him/her.
- k. Ability and willingness to work outside of normal work hours when required.
- l. Function effectively and safely during adverse or inclement weather conditions.
- m. Operate two-way radio, speaking in a clear and understandable voice.
- n. Recognize himself/herself as an integral part of the GDE organization that requires active cooperation with all other GDE departments and employees.
- o. Actively contribute ideas and suggestions for the improvement of service quality.
- p. Attend training classes and seminars as required.
- q. Participate in committee or team activities.
- r. Any other work assigned by a designated supervisor required for the successful performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Safely operate any company motor vehicle which requires a minimum of a Class D Driver License.
- b. Complete fluency in both oral and written English.
- c. Understand basic principles of electricity.
- d. Accurately perform basic mathematics.
- e. Read and comprehend job related documents.
- f. Understand oral, visual, and written instructions, promptly and safely carry them out
- g. Maintain a commitment to excellence and promote the same commitment in those with which he/she works.
- h. Ability to walk short distances
- i. Ability to interact with customers in a professional manner

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

SUPERVISION:

Position requires little to no supervision of others.

WORK ENVIRONMENT:

This job operates in a professional environment. Job demands work to be done both in the office and in the field. Must be able to use both office equipment and field equipment.

REQUIRED EDUCATION & EXPERIENCE:

- a. High school diploma.
- b. Class D Driver License allowing legal operation of a motor vehicle in Tennessee.

PREFERED EDUCATION:

In the process of obtaining a Bachelor's Degree.