



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/ EXTERNAL**

CLASSIFICATION TITLE: SYSTEM ENGINEER – Utilities Department

FLSA DESIGNATION: EXEMPT, UNCLASSIFIED

OPENING DATE: December 14, 2017

CLOSING DATE: December 20, 2017

PAY RATE: Salary based upon experience

SUMMARY DESCRIPTION:

The System Engineer is responsible for the daily, short-term, and long-term operations and functioning of the electric distribution system including planning, maintenance, inspection, installation, and design.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Makes long and short range plans to meet the City's electrical needs
2. Monitors and makes adjustments in distribution loads
3. Ensures proper maintenance of distribution system
4. Monitors substations and distribution feeders. Monitors loads at substations and on distribution feeders to maintain balanced load make changes as necessary.
5. Works closely with consulting engineers on specific projects and in design studies.
6. Design work necessary for new installations including but not limited to new subdivisions, commercial and industrial applications and system designs.
7. Plans and coordinates changes in distribution system protective equipment. Determines sizing of transformer banks, capacitor installations, protective fusing and distribution wire size and locations.
8. Monitor metering systems and make changes as necessary.
9. Investigates and resolves complaints.
10. Plans, stakes and coordinates system improvement changes.
11. Update and maintain SCADA and mapping system.
12. Assist operations personnel on daily basis and as needed in emergency situations.
13. Participates in and plans safety meeting and training programs. Ensures compliance with safety rules and methods.

14. Performs other duties as requested by proper authority.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of principles and practices of electric power distribution.
- Knowledge of SCADA principles and applications.
- Knowledge of Microsoft Office products and their use.
- Knowledge of applicable Federal, State, and local laws, codes and regulations.
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Ability to solve problems and gather critical information from multiple sources.
- Ability to manage and monitor complex projects, on-time and within budget.
- Ability to research, analyze, and evaluate new methods, procedures and techniques.
- Ability to conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Ability to effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical deadlines.
- Ability to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

MINIMUM QUALIFICATIONS

- A. Bachelor's Degree in Electrical Engineering or comparable field from an accredited university.
- B. One year of full-time or part-time experience in an electric utility, preferably a municipality.
- C. Ability to obtain Alabama Professional Engineering license.
- D. Must have a valid Alabama Driver's License and a clean driving record.
- E. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- F. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Requires ability to sit for extended periods during meetings and performance of regular job duties. See well enough to read text and materials, plans and tables. Hear well enough to comprehend oral instructions in person and over the phone. Use hand and fingers to write and operate a keyboard. Ability to lift 40 pounds. Be able to move around an office, rough terrain and

construction sites. Requires mental dexterity to handle emergency situations.
Supervisory Control
The General Manager of Utilities assigns work in terms of limited general or specific instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The requirement of identifying problems and opportunities, reviewing possible alternative course of action, utilizing information resources when making decisions, as well as the operation and management of a large multi-functioning department contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to participate or oversee all elements of the electric department. Success in this position results in greater efficiency and operation of the utility department.
Personal Contacts
Contacts are typically with employees, vendors, co-workers, and members of the general public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
Work is normally performed both in a climate-controlled office environment with minimal physical exertion and in outdoor environments with rough terrain and loud background noise. Frequently interacts with vendors, employees, contractors via verbal and written communication.
Supervision Exercised
Co-op students

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Commercial Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS
WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.