
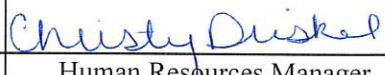



CITY OF STILLWATER JOB DESCRIPTION

TITLE: SEU Engineer I / II / Chief	DEPARTMENT: Electric
RANGE: Electric Pay Plan	DIVISION: Engineering
EFFECTIVE DATE: 4/30/21	REVISION DATE: Original Issue
EXEMPT	

APPROVALS

 Department Head	 Human Resources Manager	 City Manager
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PURPOSE OF POSITION:

This position performs planning, design, bid and contract management, and construction monitoring duties for electric utility projects including transmission, distribution, and generation facilities. Position provides engineering leadership for support staff. Engineer I and II report to the Chief Engineer. The Chief Engineer receives general direction from and reports directly to the Engineering Manager.

ESSENTIAL JOB FUNCTIONS:

Engineer I

- Assists with coordination of planning, organization, execution and oversight of assigned tasks and less complex projects.
- Assists with evaluating bids and bidders' qualifications; assists in developing recommendations for award of contracts for consideration.
- Manages and oversees the execution of assigned tasks and involved personnel.
- Participates in design meetings and construction meetings.
- Assists Stillwater Electric Utility (SEU) staff, as needed, with multicomponent engineering and technical services.
- Performs thorough field inspections of work site activities for assigned projects. Oversees project work to assure project progress occurs on schedule.
- Works with SEU staff and other departments to ensure effective coordination of project tasks.
- Assists SEU staff with account budget, reports, and presentations, as needed.
- Performs other duties as assigned.

Engineer II

- With limited supervision, coordinates planning, organization, execution and oversight of assigned SEU capital improvement tasks and projects.
- Manages and oversees the execution of complex tasks and less complex construction contracts.
- Participates in and occasionally leads design meetings and monthly construction meetings.
- Provides engineering and technical services to support the construction, installation, repair and maintenance of SEU electric systems.
- Participates in the process to update and improve standard contracts, details, and specifications.
- Under limited supervision, performs regular field inspections of work site activities for assigned projects.
- Works with SEU staff and other departments to ensure effective coordination of project components.
- With limited supervision, oversees and manages the account budgets for assigned projects.
- Develops requisitions for purchase orders, budget amendment forms, budget revision forms, and drafts associated memoranda.
- Assists SEU staff with the end-of-year budgeting process.

- Identifies, communicates the need for, and assists with development of contract amendments and change orders.
- Receives invoices; reviews for accuracy and oversees payment approval process.
- Provides technical assistance to the Engineering Manager and SEU Director upon request.
- Develops scope of work, budget level cost estimates and schedules for electric utility projects.
- Assists with the preparation and implementation of short and long-term capital improvement and division operating budgets, programs, and projects.
- Assists with the development and updating of engineering design criteria, construction standards and standard specifications and contract documents.
- Prepares requests for proposals for consulting engineering services, reviews proposals, makes recommendations for selection of consultants, supports negotiations for professional services contracts, prepares reports to award professional services contracts and follows through with the execution of the contract documents for engineering support and services.
- Monitors budgets and schedules to ensure that individual projects are completed on time and within budget.
- Maintains project files for all assigned projects.
- Solves complex engineering problems.
- Provides reports and recommendations regarding project progress, schedule, changes, funding requirements, and design considerations.
- Responds to complaints or inquiries received through the City Council, City Manager or department and follows through with appropriate action.
- Performs other duties as assigned.

Chief Engineer

- Supervise the Electric Meter Technician and all Engineer I and II positions or assign supervision to designee.
- Perform long-range planning for the upgrade of transmission and distribution substations along with conceptual design for the upgrade and budget-class estimates of costs.
- Provide detailed design of substation switchgear configurations and protective relaying functions.
- Provide design specifications, drawings, and materials for substation structures including reinforced concrete structures, steel bus and bus support structures and underground to overhead duct banks.
- Planning and engineering of backup and distributed generation projects.
- Oversee and assist in the maintenance of a library of system documentation, drawings, and construction specifications.
- Perform engineering design and analysis duties associated with and requiring an engineering background.
- Create specifications, prepare bid documents, evaluate received bids, prepare and present reports and recommendations as required for purchase of materials, equipment, vehicles, and services, as assigned.
- Responsible for all contract administration and special work projects, on a variety of capital improvement and electric utility infrastructure projects, whether through direct supervision of SEU staff, contractors and staff, or engineering consultants. Administration will vary based on project requirements: oversight of the request for proposal process; negotiation, presentation to SUA Trustees and execution of contract documents; contract administration, including project cost tracking, resource management, and oversight. Will prepare/review and approve plans, specifications, bidding and contract documents and construction cost estimates and payment requests. Will monitor and coordinate/approve necessary amendments/changes to ensure individual projects are completed on time and within budget.
- Perform fault calculations; prepare relay coordination studies and load studies for the electric system; oversee relay testing and calibration activities performed by outside contractors.
- Determine size, location, and control schemes for capacitor bank installations.
- Provide technical assistance in metering and SCADA communications areas.

- Assist in design of overhead and underground distribution extensions, rebuilds, and road moves. Provide technical expertise and representation at review meetings as required.
- Perform designs of lighting for roadways and downtown areas. Coordinate with State Highway Department concerning necessary road permits for lighting projects.
- Assist with the update of departmental construction standards, terms and conditions of service, and other departmental records.
- Create, organize, and maintain statistical records for assigned oversight areas of the department.
- Assist in troubleshooting and supervise repair activities as assigned.
- Assist in the recruitment, evaluation, and selection process for engineering division employees.
- Coordinate work of outside contractors and/or engineering firms with electric line construction operations; monitor work orders, change orders, and contractor payments.
- Performs other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE:

Engineer I

- Minimum of three (3) years of experience in a similar work environment.
- Bachelor's degree in engineering or a related field.

Engineer II

- Graduation from an accredited college or university with major coursework in engineering. A Bachelor of Science degree in Electrical Engineering or Electrical Engineering Technology is preferred.
- A minimum of five (5) years of increasingly responsible experience in the field of Electrical Engineering. Experience with an electric utility is preferred.
- Training and experience with computers and software necessary to evaluate and solve engineering problems, perform engineering design and produce drawings for the construction of projects is preferred.

Chief Engineer

- Bachelor's degree in electrical engineering with a power emphasis from an accredited college or university is required. Courses or practical experience in electrical power generation and distribution systems, systems analysis, computer programming, and project and facility management are desirable.
- Minimum of 10 years of experience, or demonstrated knowledge equivalent, as an electrical distribution engineer or chief engineer with an electric utility is required.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:

- Must have a valid Oklahoma driver's license, or the ability to obtain within 30 days of hire.

Engineer II

- Registration as a Professional Engineer. Must obtain registration in the State of Oklahoma within 6 months of hire.

Chief Engineer

- Registration as a Professional Engineer. Must obtain registration in the State of Oklahoma within 6 months of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Functional competency with personal computers; prefer experience with AutoCAD, Excel, and Word.
- Must be capable of methodical analysis of complex technical problems.

- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Familiarity with lock-out tag-out procedures.
- Must possess and demonstrate excellent writing and composition skills.
- Knowledge of budgeting procedures and techniques.
- Must be comfortable giving presentations before groups.
- Ability to perform and check complex engineering computations during review of engineering plans and specifications.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of principles and practices of electrical engineering.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to analyze problems, identifies alternative solutions, predict consequences of proposed actions and implement recommendations in support of organizational goals.
- Knowledge of project management techniques, methods, and principles.
- Knowledge of related codes and regulations.
- Skill in developing alternatives and recommendations to solve specific problems or conflicts.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to navigate a variety of jobsites, work from ladders, scaffolds, and steps, and work in confined spaces.
- Ability to lift, move and carry weights of up to 50 lb. on an irregular basis.
- Must possess mental, visual, and auditory acuity for attention to visual and auditory detail and signals.
- Manual dexterity is required for operation of test equipment, small tools, and the installation, adjustment, and repair of control devices.

ENVIRONMENTAL & SAFETY CONCERNS:

- Work is usually performed in an office environment with outdoor excursions for design, testing, and troubleshooting of equipment when necessary.
- Repair work may be performed outdoors and/or indoors in a high noise/high temperature environment with possible work in confined spaces. Emergency repair work may be required during inclement weather and at any time in any season.
- Requires the wearing and use of appropriate Personal Protective Equipment while working in various work environments.

JOB LOCATION:

- Work is performed primarily in the office of the Electric Department and around the City of Stillwater and/or other locations.
- Some travel required to attend meetings, seminars, training, etc.