

City of Cartersville- Job Announcement  
Closes: October 27, 2019

**JOB TITLE:** Engineering Supervisor

**DEPARTMENT:** Electric

**JOB SUMMARY:** This position is responsible for supervising and directing the provision of technical engineering duties for the Electric Department.

**MAJOR DUTIES:**

- Plans, organizes, coordinates, and directs the work of engineering staff and crews in the design and repair of distribution lines, substations, customer services, lighting, control systems, and related engineering tasks necessary to maintain and improve the electrical distribution system.
- Acts as an engineering liaison between the Director and consulting engineers, contractors, and electricians on a variety of electrical projects. Participate in the City of Cartersville's weekly development plan review meetings.
- Provides technical assistance with preparation of industrial proposals; develops existing industry retention programs.
- Trains and educates engineering staff on industry, CES, and the City of Cartersville Standards and Practices.
- Conducts annual employee performance appraisals.
- Assists commercial and industrial customers in trouble shooting consumer-owned electrical equipment.
- Investigate power quality complaints.
- Conducts field inspections of contract work to ensure compliance with state and city standards and codes.
- Write, review, and/or execute switching orders to facilitate system operation, maintenance, and outage restoration.
- Prepares all drawings for joint-use requests to other utilities; maintains communication with company representatives as needed.
- Investigates complaints from the public.
- Serves as organizational representative to the Utility Protection Center (UPC) and National Joint Use Notification System (NJUNS)
- Supervises and assists in the drafting of technical diagrams and drawings for a variety of projects.
- Supervises daily operation of the Cartersville Electric System's dispatch office, including outage and storm response, outage tracking and reporting, updates and corrections to system maps or other records, filing completed work orders, and dispatch of the service crew or other personnel as needed to respond to system events.
- Maintains files of all plats, plans, drawings, easements, rights-of-way, and contract documents; prepares and submits applications for DOT and railroad permits.
- Prepares permit applications, surveys, maps, and designs utility lines.
- Maintains Integrated Transmission System (ITS) Certification.
- Provides information to assist in and preparation of the annual departmental budget.
- Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the principles, methods, and techniques used for electrical engineering, construction, and maintenance projects.
- Knowledge of federal, state, and local laws, rules, and regulations governing electrical engineering projects.
- Knowledge of the principles and methods of mathematics, trigonometry, algebra, and geometry.
- Knowledge of surveying and mapping techniques.
- Skill in civil and electrical engineering techniques.
- Skill in drafting, surveying, and mapping.
- Skill in performing engineering computations.
- Skill in the use of a calculator, level, and a variety of engineering and drafting tools.
- Skill in oral and written communication.

## **MINIMUM QUALIFICATIONS:**

- Requires Bachelor's Degree in Electrical Engineering or Electrical Engineering Technology.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Requires personal computer-based skills with knowledge of various applicable computer programs.
- Requires ability to become proficient in operating distribution equipment for overhead and underground systems.
- Requires excellent oral and written communication skills.
- Requires understanding of system coordination devices.
- Requires ability to become proficient in operating SCADA system.
- Requires the ability to assist with energy and power quality audits for commercial and industrial customers.
- Requires self-motivation and discipline skills to effectively perform duties without supervision; innovative skills for system planning.
- Requires passing City of Cartersville physical exam. Requires a valid Georgia driver's license.
- Requires obtaining and maintaining a MEAG Integrated Transmission System Certification.
- Requires obtaining Level III Staking Certification

Interested in applying? Please submit a letter of interest and resume/application to Human Resources at [HR@cityofcartersville.org](mailto:HR@cityofcartersville.org) or in person at 1 N. Erwin St. Cartersville, GA 30120. Please direct any questions to Human Resources 770-387-5685.

**SUPERVISORY CONTROLS:** The Director or Assistant Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include federal regulations, state DOT guidelines, city codes, and standard civil engineering principles and practices. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory and electrical engineering duties. The proximity to high-voltage power lines contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this assignment is to direct engineering and distribution design for the Electric Department. Successful performance helps ensure that the electrical distribution system operates in an effective and efficient manner.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, federal and state regulatory officials, local elected officials, engineers, developers, contractors, electricians, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, settle matters, resolve problems, motivate personnel, and provide services.

**PHYSICAL DEMANDS:** The work is performed with the employee sitting, standing, walking, stooping, bending, or crouching. The employee must frequently lift light objects, occasionally lift heavy objects, and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed in an office and outdoors where the employee is exposed to possible inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over System Engineer (1) and Engineering Technician (3).