

JOB TITLE: Engineering Technician I

EL/6

DEPARTMENT: Electric, City of Cartersville

JOB SUMMARY: This position is responsible for dispatching crews, providing technical mapping and drafting, and performing various technical duties in support of the Electric Department.

MAJOR DUTIES:

- Operates a two-way radio to dispatch crews during power outages, switching, and routine daily operations; maintains communication with employees in the field.
- Monitors computerized control system that controls substation equipment; relays problems and hot line information to service crews.
- Utilizes AutoCAD to draw new site plans and update maps as changes are reported.
- Maintains daily logs of emergency and routine operational events.
- Writes job orders for service to street and security lights and the service crew; enters information into computer.
- Maintains records of underground lines or cables as reported by the Underground Protection Company (UPC).
- Prepares permit applications, assists with surveying and project mapping, designs utility lines, and assists with construction and maintenance of utility lines.
- Performs other related duties as assigned.
- Participate in the after-hours call rotation and storm response efforts.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of city and departmental policies and procedures pertaining to the provision of electrical services and the maintenance of electrical equipment.
- Knowledge of civil and electrical engineering, including the methods and instruments used in engineering-related drafting.
- Knowledge of mathematics, including algebra, geometry, and trigonometry.
- Knowledge of federal, state, and local safety codes.
- Knowledge of computer applications.
- Knowledge of electronics and electricity.
- Skill in drafting and surveying.
- Skill in reading maps.
- Skill in operating AutoCAD programs.

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- Skill in using such tools and equipment as plotters, compasses, triangles, levels, range pole, steel tape, and chain.

SUPERVISORY CONTROLS: The Engineering Supervisor assigns work in terms of general instructions. Work is reviewed for accuracy and compliance with procedures.

GUIDELINES: Guidelines include federal regulations, state laws, city and departmental codes and procedures, schematics, blueprints and technical reference manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical duties.

SCOPE AND EFFECT: The purpose of this position is to perform various dispatch and technical duties. Successful performance helps ensure a steady and reliable flow of electricity to consumers.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, builders, contractors, workers in related support units, professional engineers, state inspectors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light objects and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office. Some tasks may require work in the field.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Knowledge and level of competency commonly associated with the successful completion of specialized certification training in the field of CAD operation.
- Ability to successfully complete certification training and become proficient in the use of computerized Supervisory Control Automated Data Acquisition system.
- Sufficient understanding of the basic principles relevant to the major duties of the

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position.

- 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.
- Possession of I.T.S. Qualified Operator certification, or ability to obtain one.
- Effective organizational skills
- Proper oral and written communication, internal and external to the organization