

**Position Title:** Engineering Technician I

**Classification:** Fulltime

**Department:** Electric, City of Cartersville

**Compensation:** \$22.2557/hourly

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

**Major Duties:**

- Dispatch crews during power outages and other abnormal conditions. Maintains communication with employees in the field.
- Answer phone calls from customers, contractors, and entities. Respond to phone calls by initiating appropriate follow up action or directing the call to the appropriate party.
- Monitors Supervisory Control and Data Acquisition (SCADA) system that controls substation equipment. Identify problems and initiate follow up action as needed.
- Responsible for maintaining and editing electrical system maps and schematic (one-line) drawings to accurately show system changes using AutoCAD. Ensure that electrical system drawing updates are reflected on the city's GIS system.
- Maintain Dispatch Log Book and phone log by entering data regarding power outages, downed conductors, switching operations, or other relevant information. Log personnel in/out of substations.
- Manage and track work orders for service crew, including street or area light repairs and other maintenance activities.
- Enter data in pole transfer, system outage and other databases. Review data for accuracy and generate reports as needed.
- Enter locate requests and check status of locates request responses through the Georgia Utility Protection Center on-line systems and/or by phone.
- Apply and Remove Hot Line Tags and perform other switching activities through SCADA. Coordinate Obtaining and Releasing Hot Line Tags (or equivalent) from other utilities when necessary. Write routine and emergency switching orders.
- Perform electrical design and create work order drawings for simple (single-phase, 400Amp and below) residential and commercial services.
- Subject to being on-call in the event of inclement weather or other events that could adversely affect system operation.
- Performs other related duties as assigned.

**Knowledge and Skills Required:**

- Knowledge of city and departmental policies and procedures pertaining to the provision of electrical services and the maintenance of electrical equipment.
- General knowledge of civil and electrical engineering principals, including the methods and software used in engineering-related drafting, mapping, surveying, and GIS.
- Working knowledge and use of mathematics, including algebra, geometry, and trigonometry.
- Ability to learn and apply federal, state, and local safety codes.
- Working knowledge and use of Microsoft office products such as Windows, Word, Excel and the effective use of email.

- Basic knowledge of electrical theory. Must be able to explain the difference and relationship between volts, amps, watts, vars, volt-amperes, and power factor. Apply knowledge of electrical theory to job assignments.
- Skill in drafting using AutoCAD.
- Skill in reading maps, blueprints, schematics, and site plans.
- Skill in using such tools and equipment as compasses, rangefinder, triangles, levels, range pole, steel tape, and plumb bob.
- Skill in oral and written communication.

### **Qualifications:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Knowledge and ability to competently perform basic drawing maintenance and update tasks must be demonstrated within a timeframe established by supervisor. Must be able to successfully complete additional CAD training as deemed necessary by supervisor.
- Ability to become proficient in the use of computerized Supervisory Control and Data Acquisition (SCADA) system.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.
- I.T.S. low-side and SCADA certifications are required for this position. Certification must be obtained in a timeframe established by supervisor (typically within 6 months of employment, but may be longer based on available training dates).

**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 and administrative duties.

**SCOPE AND EFFECT:** The purpose of this position is to perform various dispatch, technical, and administrative 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 and heavy objects and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office, but may occasionally require work outdoors with exposure to heat, cold, wind, inclement weather, dirt, and noise.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

Interested in applying? Please submit a resume to [HR@CityofCartersville.org](mailto:HR@CityofCartersville.org).

The City of Cartersville is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected status.