



JOB SPECIFICATION DISTRIBUTION DESIGNER JOB CLASSIFICATIONS

Distribution Associate

Job Summary: This is the entry level training position of the Distribution Engineering Staff Augmentation classifications. The purpose of this position is to develop an inexperienced candidate to accurately evaluate options and design safe, cost effective, and reliable distribution facilities for residential, commercial, and industrial projects. This position is a staff augmentation role working out of the client's site. Incumbents are expected to be able to be trained to develop skills in the client's specific areas of expertise.

Duties & Responsibilities: Under the supervision and direction of the client, the primary tasks of this position are to:

- Learn client company policies and procedures for the development of site designs for electrical distribution facilities to serve a variety of customers.
- Learn and be trained to prepare site drawings and construction sketches for various installations of electrical facilities in a cost-effective manner that maximizes safety and service reliability.
- Learn and be trained to prepare job packages including material estimates and material requisitions of the materials required for the prepared distribution electrical designs.
- Learn and be trained to properly apply client reliability principals for each design ensuring a safe and cost effective design and installation.
- Learn and be trained to evaluate loading of various equipment components being installed such as transformation or fusing to ensure a cost-effective, safe, and reliable design.
- Learn and be trained to maintain accurate records and files and update the appropriate client systems.
- Develop relationships with internal and external customers, builders, developers, electricians, other utilities, and city officials as needed in the execution of client job responsibilities.
- Learn and be trained in how to complete outage follow-up and to implement outage prevention measures on distribution facilities layouts in assigned areas.
- Supports both company and client's business goals and expectation while representing themselves positively and professionally.

Required Qualifications:

- Enrolled or working to obtain a two year degree in engineering technology or a related technical degree from an accredited school.
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
- Effective oral and written communication skills.



- Ability to be trained to work with external customers properly representing the client's best interests.
- Possess a valid drivers license and vehicle suitable for business use (mileage reimbursement applies).
- Proficient user of personal computer, particularly Microsoft Office based applications.

Desired Qualifications:

- Two (2) year technical degree in a technical field.
- Previous experience in a utility field.
- Understanding of basic electricity and related components.
- Proficient user of PC based CAD programs such Microstation or AutoCAD.
- Good analytical and decision making skills.



Distribution Specialist 1

Job Summary: This is the first level of the Distribution Engineering Staff Augmentation classifications. The purpose of this position is to provide on-site technical expertise to accurately evaluate options and design safe, cost effective, and reliable distribution facilities for residential, commercial, and industrial projects in a staff augmentation role working out of the client's site. Incumbents are expected to develop skills in the client's specific areas of expertise.

Duties & Responsibilities: Under the supervision and direction of the client, the primary tasks of this position are to:

- Learn client company policies and procedures for the development of site designs for electrical distribution facilities to serve a variety of customers.
- Prepares site drawings and construction sketches for various installations of electrical facilities in a cost-effective manner that maximizes safety and service reliability.
- Prepares project or job packages including material estimates and material requisitions of the materials required for the prepared distribution electrical designs.
- Properly apply client reliability principals for each project design ensuring a safe and cost effective design and installation.
- Evaluate loading of various equipment components being installed such as transformation or fusing to ensure a cost-effective, safe, and reliable design.
- Maintain accurate records and files and update the appropriate client systems.
- Develops relationships with internal and external customers, builders, developers, electricians, other utilities, and city officials as needed in the execution of client job responsibilities.
- Completes outage follow-up and implements outage prevention measures on distribution facilities in assigned areas.
- Supports both company and client's business goals and expectation while representing themselves positively and professionally.

Required Qualifications:

- Minimum of a two year degree in engineering technology or a related technical degree from an accredited school OR a minimum of 2 to 4 years of equivalent work experience in a related field with no degree.
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
- Effective oral and written communication skills.
- Demonstrated ability to work with internal and external customers properly representing the client's best interests.
- Possess a valid drivers license and vehicle suitable for business use (mileage reimbursement applies).
- Proficient user of personal computer, particularly Microsoft Office based applications.



Desired Qualifications:

- Two (2) year technical degree in engineering technology or a related technical field.
- Previous experience in the electric utility industry in a distribution engineering field.
- Understanding of electric distribution materials, work procedures, and work dependencies.
- Proficient user of PC based programs used in utility work (Microstation, AutoCAD, Maximo, etc).
- Demonstrates comprehension of legal documents.
- Demonstrates good analytical and decision making skills.



Distribution Specialist 2

Job Summary: This is the second level of the Distribution Engineering Staff Augmentation classifications. The purpose of this position is to provide experienced on-site technical expertise to accurately evaluate complex options and design safe, cost effective, and reliable distribution facilities for residential, commercial, and industrial projects in a staff augmentation role working out of the client's site. Incumbents are expected to develop skills in the client's specific areas of expertise.

Duties & Responsibilities: Under the supervision and direction of the client, the primary tasks of this position are to:

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- Apply client company policies and procedures in the development of complex site designs for electrical distribution facilities to serve a variety of customers.
- Design major electric distribution circuit construction and rebuild projects across a geographic area.
- This position may be responsible for designing complex distribution projects such as downtown underground projects, extra facility projects, high profile projects, highway relocation projects, and other projects requiring the highest reliability.
- Prepares site drawings and construction drawings for various installations of electrical facilities in a cost-effective manner that maximizes safety and service reliability.
- Prepares project and job packages including material estimates and material requisitions of the materials required for the prepared distribution electrical designs.
- Properly apply client reliability principals for the resolution of power quality issues ensuring a safe and cost effective design and installation.
- Evaluate loading of various equipment components being installed such as transformation or fusing to ensure a cost-effective, safe, and reliable design.
- Maintain accurate records and files and update the appropriate client systems.
- Develops relationships with key internal and external customers, builders, developers, electricians, other utilities, and city officials as needed in the execution of client job responsibilities.
- Supports both company and client's business goals and expectation while representing themselves both positively and professionally.
- Assists with the training of other engineering classifications.
- Ability to interpret codes, standards, regulations, requirements, and guidelines.

Required Qualifications:

- Minimum of 18 months experience in a utility distribution engineering environment or a related utility field.
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- Minimum of a two year degree in engineering technology or a related technical degree from an accredited school OR a minimum of 2 to 4 years of equivalent work experience in a related field with no degree.
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
- Self motivated, savvy, reliable, trustworthy, as well as technically competent.
- Demonstrated team player.
- Demonstrated negotiating skills.
- Demonstrated time management skills.
- Effective oral and written communication skills.
- Possess a valid drivers license and vehicle suitable for business use (mileage reimbursement applies).
- Proficient user of personal computer, particularly Microsoft Office based applications.

Desired Qualifications:

- 4 years electric utility distribution experience.
- Knowledge and proficiency in the use of utility analysis tools and programs.



Distribution Specialist 3

Job Summary: This is the third level of the Distribution Engineering Staff Augmentation classifications. The purpose of this position is to provide senior level experienced on-site technical expertise to accurately analyze complex options and prepare complex distribution facility designs for residential, commercial, and industrial projects. Incumbents are expected to have past experience and technical skills in the client's specific areas of expertise.

Duties & Responsibilities: Under the professional direction of the client, the primary tasks of this position are to:

- Design the most complex electric distribution facilities and circuit construction projects across a wide geographic area including downtown underground projects, extra facility projects, high profile projects, highway relocation projects, and other projects requiring the highest reliability.
- Prepares site drawings, construction drawings, calculations, easements, and any other required documentation for complex installations of electrical distribution facilities.
- Prepares project and job packages including material estimates and material requisitions of the materials required for complex distribution system electrical designs both single phase and three phase.
- Properly apply client reliability principals to accurately evaluate voltage, loading, and reliability on electric distribution circuits including complex outage analysis and follow-up..
- Evaluate loading of various equipment components and circuitry or fusing to allow for system expansion ensuring a cost-effective, safe, and reliable design.
- Maintain accurate records and files and update the appropriate client systems including updating technical client databases.
- Develops relationships with key internal and external customers, builders, developers, electricians, other utilities, and city officials as needed in the execution of client job responsibilities.
- Supports both company and client's business goals and expectation while representing themselves both positively and professionally.
- Ability to serve as one of the departmental leads to assist with training and providing technical support for other engineering classifications.
- Ability to provide advanced expertise to recognize and resolve complex problems, assist in interpreting codes, standards, regulations, requirements, and guidelines.

Required Qualifications:

- Minimum of 3 years experience in a utility distribution engineering environment or a related utility field.



- Minimum of a two year degree in a technical discipline, such as electronics, construction, electrical, mechanical or civil engineering technology OR a minimum of 3 years of equivalent work experience in a related field with no degree.
- Proven competency in all aspects of the Distribution Specialist 1 and 2 roles.
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
- Self directed self motivated, savvy, reliable, trustworthy, as well as technically competent.
- Demonstrated team player.
- Demonstrated negotiating skills.
- Demonstrated time management skills.
- Understanding of basic electricity and power quality.
- Knowledge of Distribution construction standards and methods.
- Effective oral and written communication skills.
- Possess a valid drivers license and vehicle suitable for business use (mileage reimbursement applies).
- Proficient user of personal computer, particularly Microsoft Office based applications.

Desired Qualifications:

- Thorough understanding of Electric Distribution materials, work procedures, and work dependencies.
- Knowledge and proficiency in the use of higher level analysis programs and tools.
- Experience in leading groups or teams.
- 2 to 4 year technical degree.