

MAJOR FUNCTION

This is entry-level professional level work that provides engineering support to the Gas Operations Division of the Electric and Gas Utility. The incumbent will perform engineering work on a variety of equipment and systems within the assigned area of responsibility. The incumbent is responsible for technical work in the particular engineering discipline. Work is performed under the direction of the Gas Engineering Manager and is checked upon completion for technical proficiency and adherence to standard practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs engineering tasks requiring application of engineering principles and prescribed methods, procedures and standard designs to perform work of specific and limited scope. Assists in the verification, management, and maintenance of system maps. Assists in the development and implementation of design and construction standards; ensures compliance with Division standards, as well as with local, state, and federal codes and ordinances. Assists in the development and review of the Division's Distribution Integrity Management Plan (DIMP); as well as supporting standards, procedures, and practices for all pipeline assets. Identify improvement opportunities and support improvement initiatives for the DIMP. Evaluates and prepares bid/proposal documents and develops award recommendations. Assists operational and maintenance personnel. Assists in the preparation of various regulatory reports. Reviews specifications and drawings. Assists in the preparing specifications for purchase of materials, equipment and capital improvement projects. Utilizes computers for performing project cost comparisons and analysis of alternatives. Prepares and presents feasibility reports, compiles data and participates in various committees and groups. Assists in the execution of assigned projects and studies. Provides field direction for assigned projects and studies. Drives City vehicles in the performance of assigned duties. Performs additional duties as required.

Other Important Duties

Keeps abreast of general and job specific developments in area of responsibility. Performs special projects as assigned. Perform other job-related duties as required or assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Knowledge of mathematics and fundamental sciences. Knowledge and understanding of engineering principles and their applications. Ability to communicate orally and in writing and to maintain records and prepare reports. Ability to understand and apply computerized solutions to engineering programs. Ability to interpret drawings, diagrams and instruction manuals. Ability to prepare and/or modify drawings in electronic format. Ability to prepare costs estimates, specifications and bid/RFP documents. Ability to read, understand and follow policies and procedures. Ability to maintain effective working relationships with coworkers and contract forces. Ability to communicate and express oneself clearly and concisely both orally and in writing. Ability to take field notes and use them in drawing plans and specifications. Ability to perform mathematical and statistical computations. Ability to manage change. Ability to maintain records. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering or related field.

Necessary Special Requirements

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Must obtain GTI's Gas Distribution Engineering 1 and Gas Distribution Operations self-study courses within the first two years of employment.

Must possess a valid Class E State driver's license at time of appointment.

Established: 02-25-21