CLASSIFICATION TITLE: Field Engineer	JOB NUMBER: 7191	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Chief Electrical Engineer	PAY GRADE: 21	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs intermediate skilled technical work overseeing programs to ensure design and operations of the electric utility systems and infrastructure are intact, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Electrical Engineer ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Maintains and administers the electric utility design standards and specifications; performs construction management oversight and technical review / resolution for major electric utility capital projects.
- Assembles contract specifications and documents required for contracting electrical distribution construction.
- Acts as the liaison between engineering and field operations teams related to project design interpretations.
- Develops and performs technical training to a wide diversity of audiences related to Richland Energy Services (RES) electric utility systems and infrastructure design.

- Provides high level technical subject matter expertise as a liaison between Richland Energy Services (RES) engineering operations divisions and project management staff.
- Performs construction management oversight and technical review / resolution for major electric utility capital projects including but not limited to: project staking activities; general design interpretation and conflict resolution; request for information / change order processes; on-site field design changes; as-built documentation processes; contract closure and punch list acceptance processes; commissioning and energization (when applicable); etc.
- Communicates/collaborates with project manager, engineers, field operations staff, contractors and others to ensure project cost-effectiveness, including but not limited to preparation and/or review of complex project estimates.
- Creates technical distribution designs and distribution design review of new staff's work.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Electrical power engineering standards, utility construction standards and practices.
- Electric utility regulations, policies and best practices.
- Contract administration.
- Project controls, scheduling, project management, cost control and reporting.
- Risk management fundamentals.
- Technical standards and regulatory / code requirements associated with transmission, distribution, and other electrical systems.
- Materials, methods, equipment, and tools used in the construction, operations, and maintenance of electrical systems.
- Applicable safety regulations and industry standard practices related to safe operations of electrical systems.
- Finance and economics principles.
- Federal Energy Regulatory Commission (FERC) accounting principles.
- Applicable computer hardware and application software.
- Applicable scientific principles and fundamentals.
- Report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.

Skills and Abilities to:

- Identify, categorize, and prioritize workload.
- Interface with a diverse group of engineering and field personnel.
- Evaluate complex engineering and field operational issues and develop strategies including but not limited to application of best industry practices for effective disposition.
- Collaborate with high level subject matter experts.
- Work effectively in a matrix performance model.
- Maintain current knowledge of technological advances related to electric utility engineering, maintenance, and operations.
- Analyze situations accurately and adopt an effective course of action.
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- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers using a standard or customized software application programs to areas of responsibility.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Compile and verify data and prepare reports.
- Interpret, apply and explain rules, regulations, policies and procedures.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in electrical engineering, construction management, engineering technology, or related field and three (3) years experience in electric utility engineering, planning, construction inspection, construction management, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned work locations; work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently

requires exposure to wet, humid conditions (non-weather) and occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

Human Resources Director	**Date** 6/21/2022
Department Head	**Date** 6/22/2022
City Manager or Authorized Designee	**Date** 6/22/2022