



## **FIELD ENGINEER I JOB DESCRIPTION**

### **JOB SUMMARY:**

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Working independently and collaboratively with others, this position plays an integral role in executing CRPUD's mission, philosophy, and commitment to providing safe, reliable power to our community and exceptional service to our internal and external customers. All employees are also expected to maintain a high level of trust, integrity, and ethical standards.

Provide engineering services related to the design and improvements of overhead and underground electrical distribution facilities. Prepare designs and complete cost estimates, specifications, and construction drawings for residential and small commercial services, line extensions, and subdivisions. Coordinate the relocation of electrical facilities for road improvement projects. Maintain accurate property records and ensure project outcomes are mapped correctly.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

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The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job-related tasks to be completed when time permits.

1. Complete designs and prepare work orders for system improvement projects, as well as for overhead and underground electric distribution facilities to serve residential and small commercial customers. Coordinate the relocation of electrical facilities for road improvement projects. Conduct property/easement research, review customer information, load data, field information, and property maps, and prepare permits, easement documents, and related agreements to facilitate timely and efficient completion of projects.
2. Visit job sites to identify and obtain information needed to provide electric service. Determine property boundaries, staking, conduit inspections, painting for locates, and other activities necessary for operations scheduling. Correspond with customers and contractors regarding low services, relocations, load increases, and other similar topics. Verify pole inspections and replacement work is completed according to industry standards and within established budgetary guidelines.

3. Maintain accurate property records using CRPUD historical data, maps, and on-site field checks. Close work orders, invoice and account for material costs, field check transformer connectivity, and ensure project outcomes are mapped correctly.
4. Develop and maintain strong internal and external customer relationships to ensure high customer satisfaction. Educate and provide technical support to internal customers as needed, including training new employees on field engineering job duties and using related equipment and software.
5. Assist other utility departments as needed by performing heat pump reviews for the Energy Services team and transformer loading/meter reliability analysis for Billing and Operations. Collaborate with the IT department to troubleshoot software issues and further develop mapping applications and other work order software.
6. Communicate in a professional, respectful, and courteous manner with all employees, contractors, customers, and others with whom we may work. Contribute to a successful and productive work group through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas designed to meet or exceed the organization's strategic goals.
7. Complete special projects and other duties as assigned to meet team, department, and organizational goals. Actively demonstrate accountability and responsibility for achieving desired outcomes and measureable results.

## **POSITION REQUIREMENTS:**

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Qualified candidates for this position will have relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

### ***Required Education and Experience --***

- ✓ High School Diploma or equivalent.
- ✓ Two years of progressively responsible electric utility work experience; or any combination of education, training, and on-the-job experience that provides an equivalent level of knowledge, skills, and training required to perform the job duties of this position effectively.
- ✓ Valid driver's license. Other driving-related requirements may apply depending on the nature and scope of responsibilities associated with driving on behalf of CRPUD.

***Preferred Education and Experience –***

- ✓ Two-year degree in Engineering Technology, plus five years progressively responsible utility engineering work experience.

***Knowledge, Skills, & Abilities –***

- ✓ Demonstrated in-depth knowledge and understanding of the National Electric Safety Code, CRPUD design and construction standards, CRPUD General Terms and Conditions, Rate Schedules, Safety Manual, and the Oregon Administrative Rules applicable to joint use facilities.
- ✓ Working knowledge of the Columbia County Land Development Service requirements.
- ✓ Proficient in the use of Microsoft Office and AutoCAD software applications.
- ✓ Excellent oral, written, and interpersonal communication skills necessary to communicate clearly and effectively with internal and external customers, vendors, contractors, and other diverse audiences while providing outstanding customer service.
- ✓ Strong problem solving, research, organizational, and analytical skills, combined with the ability to prioritize tasks and meet established deadlines. Ability to multitask is also essential while remaining flexible with changing priorities and deadlines.
- ✓ Well-reasoned decision making with a high attention to detail regarding organization, planning, work flow, and project prioritization to ensure tasks are completed efficiently and accurately.
- ✓ Highly ethical, self-motivated individual with ability to work independently and/or with limited direction, as well as cooperatively in a team environment, while consistently demonstrating collaborative, respectful, and productive work habits.
- ✓ Ability to exercise discretion when involved in or having access to confidential or sensitive matters.

**AVAILABILITY, PHYSICAL DEMANDS, AND OTHER REQUIREMENTS:**

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***Availability and Accessibility***

Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, customers, and other members of the public, and (c) the availability of job-related tools, equipment, and resources at work, performance of

the essential functions requires regular, consistent, and on-site attendance while working independently and with others.

Approximately 40 hours/week may be required to efficiently perform the job duties of this position. Your presence is also required at designated internal and external meetings. This position may also require availability and accessibility to respond to and address emergencies and critical situations outside of normal business operating hours in the evenings and during weekends.

All CRPUD non-exempt employees are expected to work varying amounts of either (a) unscheduled overtime during inclement weather, power restoration activities, and other periods of high volume work; or (b) scheduled overtime required to accomplish special projects.

### ***Physical Demands***

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

- ✓ Travel across and within diverse property site locations with uneven terrain frequently and consistently, possibly during periods of inclement weather.
- ✓ Inspection-related duties may require prolonged periods of bending, kneeling, stooping, crouching, twisting, pulling, pushing, reaching, crawling, climbing a ladder, and handling/lifting/transporting material weighing up to 30 lbs. frequently and consistently.
- ✓ Work may include some exposure to hazardous activities, environments, and/or materials that may require use of Personal Protective Equipment.
- ✓ Receive, understand, evaluate, and appropriately respond to communications from employees, the Board of Directors, contractors, vendors, and members of the public using available technology (including telephone and two-way radio communication), in person and in a public setting when necessary.
- ✓ Maintain professional and respectful communication style to ensure reactions and responses to both emergency and non-emergency situations serve as an example to others of appropriate workplace communications.
- ✓ Provide intellectually sound and well-reasoned answers, recommendations, and solutions to identified business problems, issues, and/or questions. Efficiently and quickly analyze, process, manipulate, and accurately record extensive amounts of data

(some of which is technical in nature), and other information that serves as the basis for this position.

- ✓ Move to, from, and within our building and across utility-related property site locations, possibly during inclement weather.
- ✓ Work for extended periods of time in a stationary position while consistently grasping, moving, and manipulating documents, office supplies, and other business materials.
- ✓ Use a personal computer or other technology devices frequently and consistently for the purpose of reviewing, analyzing, creating, transmitting, and presenting documents, data and other business-related information.
- ✓ Drive on behalf of CRPUD and/or report for work in all types of weather.

#### ***Other Miscellaneous Requirements***

- ✓ Report for work dressed in attire appropriate for the effective, efficient, and productive performance of the duties and tasks assigned to you.
- ✓ Travel on a regular, consistent, and frequent basis to inspection field sites. Travel may involve traditional modes of transportation (including airline travel) over long distances, some of which may involve one or more night stays out of town.

### **ENVIRONMENTAL CONDITIONS**

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The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This position primarily works in a temperature controlled office environment. Our office spaces include traditional office lighting as well as consistent and frequent noise, interruptions, and other similar distractions.

Frequent exposure to all forms of weather and associated road conditions and hazards are to be expected in this position.

### **EMPLOYMENT STATUS**

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This position is typically classified as a non-union, non-exempt position, although the classification may change depending on the nature of the duties performed. CRPUD may also elect to classify the position as hourly, non-exempt even if exemption requirements would otherwise be met.

## **REPORTING RELATIONSHIP**

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This position reports to the Engineering Supervisor.

This position does not supervise or direct the work of other employees.