

# HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**ENGINEERING TECHNICIAN**

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## PURPOSE OF CLASSIFICATION

The purpose of this non-exempt position is to perform technical tasks to assist in the design, installation, troubleshooting and repair of electric service and related systems. Prepares, reads, and interprets various engineering documents. Performs related maintenance and administrative tasks. Work is performed under the guidance and supervision of the Transmission & Distribution Manager and the Transmission & Distribution Director.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs technical tasks to assist in the design, installation, troubleshooting, and repair of electric service and related systems; determines service locations for electricians; designs new line construction; stakes lines for electrical line construction, removal, maintenance and repair; drives and walks lines during outages assess damage; ; responds to other service requests as assigned; applies knowledge of electrical theory to troubleshoot systems, equipment, and wiring as required, or in emergency situations.
- Prepares, reads and interprets blueprints, sketches, diagrams, and manuals to complete daily tasks; updates electrical system maps and fiber optic maps; determines easement locations on survey plats; calls for underground utility locates and boring permits, road and railroad crossing permits; prepares tracking documents for pole and soil disposal; updates line switch locations in GIS mapping and documentation.
- Develops, revises and provides electrical build specifications and estimates for planning transmission and distribution utility jobs.
- Performs administrative tasks involved in completing required assignments; prepares written documentation such as work orders to repair equipment malfunctions and eliminate hazardous conditions; files as-built job drawings and related documentation; provides backup support to dispatch center as necessary; prepares and files security and street light reports.
- Operates a pick-up truck, digital multimeter, SCADA equipment, two-way radio, a computer, Ipad, and GPS survey equipment, to perform other technical tasks required of the position.
- Communicates with supervisor, consulting engineers, employees, other departments, the public, electricians, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. Attends preliminary conference planning meetings, as scheduled. Demonstrates a professional attitude and maintains confidentiality of project materials and information.
- Operates GPS equipment and office related machinery and equipment including desktop computer, mobile tablet, copier, multi-line phone system, printer, scanner, and various computer programs including word processing, data entry, spreadsheets, GIS field staking, database, and accounting software.
- Possesses ability to learn, understand, and utilize the National Electric Safety Code (NESC).

## SYSTEM OPERATIONS CONTROLLER/DISPATCHER FUNCTIONS INCLUDE:

- On an as needed basis, monitors and updates Supervisory Control and Data Acquisition (SCADA) system for operations of the City of Henderson's electrical system; performs various power accounting functions; creates switching orders and

performs switching activities; monitors and manages electric system outages and system maintenance using Outage Management System (OMS). Refer to the System Operations Controller/Dispatcher job description for specific functions.

## **ADDITIONAL FUNCTIONS**

- Performs other related duties as required, necessary, or assigned.
- Works overtime, as required.
- Adheres to safe work practices and company compliance standards.
- Ensures conformity with standards set by the North American Electric Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC). Assists Reliability Compliance Manager, as required.
- Maintains good attendance and punctuality.
- May drive HMP&L vehicle. Must have a valid driver's license.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Qualifications include: high school diploma or GED supplemented by vocational or technical training or college in engineering technology specializing in electrical system theory, installation, repair and maintenance, with three to five years previous industrial experience and training involving electrical system troubleshooting, maintenance, and repair, including industrial and high voltage systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requirements include: ability to have regular and predictable work attendance, residency in Henderson County or relocation to Henderson County within an agreed upon time period; a valid driver's license issued by the Commonwealth of Kentucky must pass a drug screen and physical upon conditional offer of employment, and have no DUI convictions in the previous five years. Preferred requirements include: experience in the utility industry, ability to read and interpret maps and specifications, skill in utilizing computer software for uses such as design, planning and /or data management.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory, and design data and information.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of balancing, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials (50-100 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally and aurally.

**Environmental Factors:** Performance of essential functions may require exposure to potentially adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, high voltage electric currents, and toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the Employer (Henderson Municipal Power & Light) at the discretion of the Employer, or as the needs of the Employer and requirements of the job change. The Employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. 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 or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*