

CITY OF BURBANK

ELECTRICAL ENGINEER

DEFINITION

Under direction, to manage and perform professional electrical engineering work in the design and planning of electrical generation, transmission, and distribution systems, or operation of an electric utility; to be responsible for electrical engineering projects; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, directs and schedules the work of para-professional electrical engineers; manages and is responsible for advanced project management including: research, planning, design, cost estimation and budget management; confers with electrical contractors, and consulting engineers; prepares or directs preparation and checking of construction drawings, specifications and materials lists for electric generation, transmission and distribution facilities; acts as a liaison between customers and the utility; understands and explains billing components to customers and staff; researches new technology and makes recommendations to improve customer and utility operations; performs system load flow, stability, and short circuit studies; prepares complex calculations for transmission and distribution system relay settings and voltage regulation problems; performs economic analysis and studies of alternative approaches to the additions to electrical power system; forecasts electric system load; directs the preparation of data for reports to governmental and industrial agencies; prepares and maintains accurate reports and records, both manually and electronically; directs, assigns and evaluates work; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers and disciplinary action as needed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and practices of electrical engineering; principles and practices of project management; electrical utility distribution systems and equipment; principles and practices of sound personnel management and supervision.
- Skill in - drafting and engineering-related drawing; operating modern computers and related software; independent judgement and decisions based on standard policy and procedures; personnel management and supervision.
- Ability to – design and layout electrical engineering plans and programs; prepare and interpret electrical plans, specifications and wiring diagrams; plan and supervise the work of professional and technical personnel; prepare reports and studies relating to electrical engineering problems; make accurate computations in the electrical engineering fields; utilize computers in the performance of complex engineering and economic calculations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor of Science degree in Electrical Engineering and four years of professional electrical engineering experience, including one year at the level of Electrical Engineering Associate II or equivalent. Note: A Bachelor of Science degree in an engineering or science field other than electrical engineering, but with

upper class or professional level course work in electrical engineering may be qualifying. Registration as an Electrical Engineer in the State of California may be substituted for the education requirement.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Registration as an Electrical Engineer in the State of California and certification as a Project Management Professional. Proficiency in AutoCAD.