

CITY OF BURBANK

ELECTRICAL ENGINEERING ASSOCIATE II

DEFINITION

Under general supervision, to perform professional electrical engineering work in the planning, design, and operation of an electric utility; assists with electrical engineering projects; and perform related work as required.

ESSENTIAL FUNCTIONS

Applies guidelines given by an electrical engineering group leader to plan, design, and estimate the costs of assigned projects; 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; performs system load flow, stability and short circuit studies; prepares complex calculations for transmission and distribution system relay settings and voltage regulation problems; performs 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; may supervise, train, and evaluate professional and technical electrical engineering personnel; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and practices of electrical engineering; electric utility distribution systems and equipment; principles and practices of sound personnel management and supervision; basic principles and practices of project management.
- Skill in - drafting and engineering-related drawing; operating modern computers and related software; making independent judgement and decisions based on standard policy and procedures.
- 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 calculations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from an accredited college or university with a Bachelor of Science degree in Electrical Engineering and two years of professional engineering experience at the level of Electrical Engineering Associate I 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.