

CITY OF BURBANK

SENIOR ELECTRICAL SERVICE PLANNER

DEFINITION

Under direction, to perform a wide range of complex administrative, professional, and technical duties in providing electrical utility services to customers; lead and direct electrical service engineering staff in providing electrical services to customers; and perform related work as required.

ESSENTIAL FUNCTIONS

Meets with customers, developers, architects, electricians, electrical engineers, and contractors regarding electrical services; coordinates and reviews electrical and architecture plans, Aid-in-Construction fee schedules, load calculations, and electrical diagrams; conducts field checks of overhead electrical lines for as-builds, clearances, and other utility conflicts; prepares work orders, drawings, and specifications for distribution facilities for residential, commercial, and industrial developments; manages maintenance and capital projects including, but not limited to line extensions, electric line rebuilds, conversions, street lighting facilities, and customer services; coordinates planned power outages and covering of utility lines to facilitate construction; may serve as the utility's Joint Pole Committee representative; coordinates and oversees the review of customer and developer plans; writes and reviews comments on utility easements, encroachments, vacations, lot line adjustment, variances, certificates of occupancy, development reviews, and City permits; reviews and approves Electric Utility Service Equipment Requirements Committee (EUSERC) compliance; prepares service confirmations and spots the locations for temporary and permanent meters and services; collects fees from customers and signs up customers for new services; reviews customer electrical panel drawings prior to manufacture; reviews and approves interconnection compliance for customer owned distributed energy resources and battery systems; proposes, and as assigned, revises specification drawings, standards, and policies; ensures compliance with Department rules and regulations, and other applicable standards; performs administrative tasks as necessary for efficient operations; responsible for administration of work orders; coordinates contractor work; orders parts, tracks costs, and closes out projects; performs a wide variety of related engineering duties, including, but not limited to transformer load studies, system analysis, voltage investigations, short-circuit calculations, estimating, computer-aided design (CAD) and drafting, geographic information systems (GIS) design and editing, pole loading analysis, feeder schematic as-builds, Oracle applications, and joint pole procedures; prepares and maintains records and reports, both manually and electronically; coordinates work programs with those of other City divisions, departments, and outside agencies; trains, supervises, and evaluates employees; works at the Department's 'one-stop' customer counter assisting with all related electrical services and tenant improvements; represents the utility at meetings with outside agencies as required; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the tools, methods, and materials required for the installation, maintenance, repair, and testing of electrical equipment used in electric utility systems; EUSERC, National Electric Code (NEC), General Order 95, General Order 128, and BWP Electric Utility Service Equipment Requirements, Guidelines, and Joint Pole Procedures; metering, overhead, and underground construction practices; safety laws, rules, and regulations relative to electrical construction and maintenance; spelling, grammar, and punctuation.
- Skill in – operating modern computers and related software, including GIS and CAD software; exercising independent judgement and decision making skills based on standard policy or working procedures.
- Ability to – perform office and field design work related to utility power distribution systems; perform moderate to complex engineering calculations with speed and accuracy; effectively interact with the public, architects, electrical engineers, developers, contractors, utility work crews, and other City departments, and provide excellent customer service; maintain records and reports; read and interpret complex drawings, electrical diagrams, and specifications; interpret and apply complex governmental regulations and contractual agreements; foster a teamwork environment; train others; organize and prioritize workload; 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 one year of college with courses in engineering, mathematics, or a related field, and six years of engineering experience in an electric utility.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification

SUPPLEMENTAL INFORMATION

None.