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 and do related work as required; lead and direct Electrical Service Engineering staff in providing electrical services to customers; participate in and oversee the work of staff engaged in customer service activities.

ESSENTIAL FUNCTIONS

Utility representative who meets with customers, developers, architects, electricians, electrical engineers and contractors to determine new electrical services; reviews electrical plans, load calculations and electrical diagrams; conducts field checks of existing overhead lines for clearances and other utility conflicts; prepares work orders, drawings and specifications for distribution facilities for new residential, commercial and industrial developments; manages maintenance and capital projects including line extensions, pole-line rebuilds and new customer stations; serve as utility's Joint Pole Committee representative; 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 electrical panel drawings prior to manufacture; performs a wide variety of related engineering duties including but not limited to transformer load studies, system analysis, short-circuit calculations, estimating, AutoCAD drafting, Oracle applications; coordinates work programs with those of other City divisions, departments and outside agencies; assists in the training and evaluation of other paraprofessional employees; works at the one-stop customer counter in the first floor lobby for both water and electrical service; performs other related duties as assigned; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - General Order 95, General Order 128, Electric Utility Service Equipment Requirements Guidelines, National Electric Code, and Joint Pole Procedures, metering, overhead and underground construction practices, computers and computer-aided design and drafting; skill in writing, oral communications and telephone etiquette.
- Ability to - interact with the public, architects, electrical engineers, developers, contractors, utility work crews and other City departments and provide excellent customer service; read architectural drawings/electrical diagrams, foster a teamwork environment, provide clear work instructions, train others and organize/prioritize workload; and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: One year of college with courses in engineering and mathematics. Six years of engineering experience in an electric utility doing similar work.

Note: An equivalent combination of experience, education/training may be substituted for the listed minimum requirements.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.