



Pend Oreille County Public Utility District

An Equal Opportunity Employer

Project Engineer - Electrical

Department/Location:	Engineering/Newport	FLSA Status:	Exempt
Reports To:	Engineering Manager	Grade:	12 with PE 11 without PE
Supervises:	N/A	Revision Date:	09/03/2019

Job Description

Responsible for supporting the District's needs for electrical engineering and analysis critical to the District's functions as an electric utility.

Essential Functions

- Work with Production, Engineering, and Operations personnel on planning and design to ensure efficient, safe and reliable construction and operation of District electric transmission, distribution and generation facilities and equipment.
- Work with Engineering and Production personnel to identify system improvement projects. Determine scope and requirements of potential projects. Develop alternatives, economic evaluations, and recommend action.
- Develop project estimates, schedules, and perform independent cost estimates for comparison to contractor supplied estimates.
- Assist in the review and development of project plans, project cost estimates and schedules, drawings and specifications, and building documents.
- Work with District employees as well as outside contract services to oversee project implementation and provide project management for approved projects.
- Specify equipment, engineering and construction practices for District projects.
- Perform detailed engineering evaluation of electric system events, practices and materials.
- Make decisions on material purchases and construction practices.
- Provide electrical oversight for District projects and capital installations.
- Provide daily direction of contractor personnel in accordance with contract documentation on assigned projects; conduct pre-construction meetings, construction progress meetings, and negotiate minor construction change requests.
- Oversee field inspector activities on assigned projects.
- Review inspection reports, test reports, submittals, maintain project logs, and prepare project reports consistent with good engineering practices.
- Work with affected District personnel to ensure the safe, secure, and reliable operation of the District's SCADA systems.
- Work with all stakeholders to develop effective procedures and policies in accordance with best utility practices and applicable regulatory requirements.
- Assist in developing training, maintenance, and testing programs consistent with best utility practices and applicable regulatory requirements.
- Provide technical support to the District Production, Engineering, Operations, and IT staff related to SCADA, system automation, communication, and electrical systems.
- Attend local and regional meetings as required. May be required to work beyond regular workday and provide technical support during system or equipment outages.



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- Perform under regular pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.

Other Duties

- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.

Education, Experience, & Training Required

Bachelor's Degree, or higher in Electrical Engineering or equivalent work experience/education and 5 years' experience in electric utility production and engineering.

- Basic knowledge of applicable NESC, OSHA, and WISHA regulations
- Strong working knowledge of SCADA, PLC, and RTU systems. Experience with communication protocols and network systems associated with the same.
- Knowledge of low, medium, and high voltage electrical equipment and systems.
- Experience with a variety of computer equipment, spreadsheet, word processor, CAD, database and project management software.
- Working knowledge of ANSI, IEEE, NESC, NEC, WAC and other applicable standards.
- Proven abilities in project management and quality oversight.
- Demonstrated ability to communicate and work effectively with all levels of the organization and outside agencies; use independent and discretionary judgment; manage confidential information. Is meticulous and detail oriented
- A Professional Electrical Engineering License is desired, by not required.

Other requirements if box is checked

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement



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Physical Requirements

- Perform low impact office work and be able to navigate a typical office environment.
- Able to handle material of moderate weight, up to 15 pounds and occasionally 35-40 pounds.
- Safely operate a motor vehicle and drive to other District work sites and other locations for project work, meetings, training, etc.
- Perform frequent repetitive hand/wrist motions and finger manipulation.
- Ability to use of one of more senses of medium intensity and long duration.

Approvals:

Employee

Date

Manager

Date

Human Resources

Date

Public Utility District No. 1 of Pend Oreille County is a publicly owned municipal corporation organized under the laws of the State of Washington. The primary purpose of the PUD is the efficient generation, transmission and distribution of electrical energy, as well as the provision of water and wholesale broadband services. The PUD serves the residents of Pend Oreille County and operates on revenues from the sales of its utility services. Employment at Pend Oreille County Public Utility District is at-will. This job description is not a contract of employment. Signing of this document is an acknowledgement of responsibilities assigned to this position.