**TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION**

**POSITION SPECIFICATIONS/DESCRIPTION**

**POSITION:** Electrical Engineer

**REPORTS TO:** VP – Distribution Services

**DEPARTMENT:** Engineering

**DIRECTS:** None

**EFFECTIVE:** March 2019

**EXEMPT STSTUS:** Exempt

**PURPOSE OF POSITION:**

Responsible for the planning, design, and construction of the electric distribution system, including system improvements and modifications. Develops and uses data analytics tools for various projects and departments. Provides technical assistance to field personnel and administers technology innovations such as SCADA, AMI, OMS, and GIS systems. Other duties may be assigned.

**MINIMUM JOB SPECIFICATIONS:**

*Required:* Bachelor of Science in Engineering or related field

Must have a current Georgia driver’s license.

Must be able to pass Tri-County EMC provided physical examination and drug tests as required.

Must be knowledgeable in spreadsheet and database applications (Excel, Access, SQL, Oracle, Tableau)

Must be able to lift up to 50 pounds unassisted.

Must be able to be on feet for long periods of time, walking over uneven terrain. Much of work is outdoors in varying weather conditions.

*Preferred:* Professional Engineering registration (or actively pursuing licensure)

Utility experience (5 plus years) in electric substation and equipment, metering, wiring, SCADA, control systems and other electronic equipment.

Knowledgeable of EMC engineering procedures and RUS construction specifications.

**PHYSICAL DEMANDS:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Examples: 40% walking, 40% standing, 5% sitting, 10% lifting (maximum 50 pounds unassisted), 5% pushing and pulling.

**WORKING CONDITIONS:** 80% in Office, 20% Outside - Traveling within Territory

**WORKING RELATIONSHIPS:**

Internal: Two way communication with immediate supervisor to receive direction; to provide work related information; with supervisor to receive training and guidance; with other departments as necessary.

External: Demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased customer and public understanding for support of the Corporation.

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**KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION**

**Electrical Engineer**

**NOTE:** The following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of Tri-County EMC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

1. Performs electric load analysis to evaluate system performance and operation. Identify current and future system deficiencies using engineering analysis software. Additionally, analyze coordination schemes and develop settings using coordination software.
2. Assists in development of load modeling studies, load forecasting, demand response programs and smart metering applications.
3. Identifies and makes recommendations for contingency planning for critical loads.
4. Manages company projects as directed. Develops and monitors project budgets, coordinates and oversees work. Plans and manages all aspects of project design, development and implementation.
5. Assists in administration of Supervisory Control and Data Acquisition (SCADA) system.
6. Ensures accuracy and makes corrections as needed to QA/QC existing mapping/GIS database
7. Works with mapping/engineering to ensure accurate system model for engineering analysis and outage management model
8. Assists Operations personnel as needed to perform switching and related distribution system functions
9. Performs all work processes in accordance with applicable safety rules and approved construction specifications
10. Participates in supervisor on call rotation
11. Performs all other duties as assigned