



JOB DESCRIPTION

Distribution Engineer

Rev. Date:

11-07-22

Reports to

Engineering Manager

Directs

May or may not have direct reports

Purpose of Position

To aid in the design and planning of the distribution system and apply engineering principles to problems that arise.

Responsibilities & Duties

1. Responsible for the design and engineering of the System's electric facilities in accordance with prevailing safety codes and accepted engineering standards and practices; including inspection of work-in-progress and completed work as required to assure compliance with applicable requirements and specifications.
2. Responsible for the preparation and maintenance of operating records which includes drafting, system diagrams, distribution maps, transformer records, and other similar records necessary in the engineering, construction, operation, and maintenance of the System's electric system, including hazardous material treatment and disposal and material data sheet logs.
3. Responsible for continuous review and appraisal of the System's electric system and load growth trends to assure adequate service to consumers; including preparation of load studies, voltage studies, voltage sectionalizing studies, data for system studies and other related data studies such as regulator placement, capacitor placement, fault current calculation, coordination studies, ampacity

- studies, line balancing, transformer sizing and fusing.
4. Responsible for developing, receiving, reviewing, and taking appropriate action on all applications for service and all applications for changes in existing services; including preparation of estimates to determine feasibility, preparation of contracts, agreements, bids, and quotes, along with checking easements as required for presentation to the Engineering Manager/Staff for execution or approval.
 5. Responsible for the proper use and care of all materials, equipment, and supplies which are provided for use by the Engineering Department.
 6. Responsible for keeping the Operations Manager and Engineering Manager informed as to all aspects of the operation of the engineering department at all times.
 7. Responsible for performance of other duties and assignments as directed by the Engineering Manager.
 8. Prepare paperwork required.
 9. Responsible for abiding to safe work practices as outlined in the APPA safety manual, OSHA standards, along with conveying company policies.
 10. Obtain necessary permission, clearance, and orders to perform required operations when necessary.
 11. Read and interpret maps, specifications, sketches, prints, and work orders.
 12. Operate company truck, radio, and uphold communications.
 13. Knowledge of switching both in field and in substation.
 14. Know locations of reclosers, switches, and other sectionalizing devices and be familiar with the feed of all circuits.
 15. Be familiar with installation of instrument transformers and related metering equipment with Meter Technician. Support operations, technicians, and other departments with all engineering and technical applications.
 16. Operate and maintain, both routinely and in emergencies, transmission and distribution lines when required, including patrolling, switching, and sectionalizing. Determines, locates, and evaluates power outage/interruptions and analyzes systems for root causes for corrective actions.
 17. Perform other duties as directed by supervisor.
 18. Recommends, analyzes, initiates, and assists in order to improve LES in all areas.
 19. Initiates and suggest plans to motivate employees as well as recommending and initiating any personnel actions as required.
 20. Allegiance to LES and supports team atmosphere while upholding 2-way communications and positive attitude.
 21. Supports 365/24/7 work habits and schedule. Must be able to and will perform all duties, responsibilities, and activities of subordinates and peers.
 22. Supports and upholds the utmost priority on safety and customer service. Must be able to communicate and relate to highest standards in dealing with customers and customer service.
 23. Must be able to prepare budgets, plan activities, write specifications, cost estimates, schedule, perform inspections to design build standards, manage and track multiple projects (and project management), assist in operations and maintenance activities and development plans.

PHYSICAL ACTIVITIES

A. **Walking:** Moving about on foot to accomplish tasks. Sometimes requires walking extended distances and time. The employee is frequently required to stoop, kneel, crouch, or crawl.

B. **Lifting:** Raising objects weighing at least 125 pounds from a lower to a higher position or moving objects horizontally from position-to-position. Lifting requires the substantial use of the upper extremities and back muscles.

C. **Communication:** Written, oral and technical are required. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

D. **Hearing:** Perceiving the nature of sounds with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.

E. **Visual Acuity:** Have vision sufficient, or corrected sufficiently, to read diagrams/material sheets and apply to hands-on job duties specific to this position

Working Conditions

Subject to all weather conditions and hours.

The employee's work will expose him/her to high places, high voltage electrical currents, dangerous machinery and its moving parts, sharp tools, fumes, chemicals, and /or toxic substances.

Education

A Bachelor of Science in Engineering from a four year ABET accredited school. Electrical Discipline preferred but other disciplines acceptable

Experience

Prior electric distribution experience preferred but not mandatory.

Job Knowledge, Abilities and Skills

Be able to delegate and organize responsibilities and follow up to job completion. Must have basic knowledge of electricity.

Must have good knowledge of safety rules and work procedures as outlined in the safety manual.

Be able to be in control under dangerous or stressful conditions.

Be able to make quick and safe decisions.

This position requires an understanding of LES SCADA system and upkeep of technical knowledge related to Electrical Sector and understanding in computers and other technical devices are required.

TVPPA construction standards.

Personal computer experience/application software.

Basic electrical theory.

Communications skills, dealing with technical & non-technical audiences.

Must have a strong mathematical background.

Ability to take measurements & use instruments.

Ability to read blueprints.

Ability to draw construction sketches manual and electronic.

Other

Must have and maintain a current Tennessee Driver's License.

Attend TVPPA and all other training sessions as assigned.

Be certified in First Aid and CPR.