



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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ENGINEERING DESIGNER BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: December 30, 2015

DEADLINE TO APPLY: January 12, 2016

RATE OF PAY: Up to \$34.67 /Hour depending on experience

POSITION STATUS: Regular Full Time

EXEMPT/NON-EXEMPT: Non-Exempt

CLASSIFICATION GRADE: 013

UNION: IBEW

General Purpose:

Assist the engineering staff in the design of distribution system upgrades. Design street lighting in the City of Burlington. Serve as a lead person for the CAD Technician and Administrator of Engineering. Provide technical support to Engineering, and other departments within BED.

Essential Job Functions:

- Assist the engineering staff in the design of overhead and underground line extensions and preparation of work orders, including cost estimates and drawings.
- Calculate electric load estimates, voltage drop, secondary fault currents, and transformer sizing for new installations.
- Assist the engineering staff in the investigation and resolution of customer complaints regarding voltage and power quality issues.
- Assist customers with street lighting questions, field inquiries, and engineering request. Interface with various City representatives and contractors as necessary.
- Prepare street lighting surveys and replies to customers on street lighting issues.
- Design area and street lighting installation consistent with Department policies. Prepare construction cost estimates for street lighting.
- Responsible for processing street lighting work orders utilizing BED's automated work order system.
- Provide technical expertise on leased lighting to customers and distribution.
- Develop BED's Geographic Information System (GIS) program and coordinate with other City departments.
- Advise and assist the Manager of Engineering in developing policies on CAD standards. Perform surveying with total station for construction layouts, topographic surveys for engineering designs and as-builts.
- Oversee the CAD Technician and Administrator of Engineering on CAD issues. Prepare CAD drawings as needed.
- Conduct Electric and Magnetic Field (EMF) testing and maintain files and literature. Reply to customers inquiries on EMF issues.
- Maintain distribution transformer inventory. This includes initiating request for quotations, analyzing quotations and ordering.

Qualifications/Basic Job Requirements:

- Must possess an Associate's degree in electrical engineering or related engineering discipline, with a minimum of five years of experience as an engineering aide, lineworker, or engineering technician.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Must possess a working knowledge of the IES, NESC and NEC.
- Experience with AUTOCAD, ArcView, and AUTOLUX or other GIS and lighting software is required.
- Must possess strong written and verbal communication skills.
- Ability to interact with co-workers and the public.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to maintain a high degree of competency in BED's distribution system and operating techniques.
- Ability to review, comprehend and comply with the National Electrical Safety Code (NESC), National Electric Code (NEC), Illuminating Engineering Society (IES) and BED standards, safety rules and personnel policies.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve performance.
- Must be able to establish and maintain good relations with his or her coworkers.
- Experience with personal computers, plotters and surveying equipment is required.
- Must possess current First Aid and CPR certification, or have the ability to obtain certification.
- Must possess a valid driver's license.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.