



JOB DESCRIPTION

TITLE: Engineering Technician I

POSITION STATUS:

GRADE: 12

Full Time Part Time

DEPARTMENT: Engineering

Exempt Non Exempt

REPORTS TO: Engineering Services Supervisor

JOB SUMMARY

Design distribution projects, estimate project costs, establish and track work orders, work with customers on new and/or updated service requirements, maintain and update digital records and maps, draft and obtain easements, verify efficiency rebate applications, and conduct energy audits.

RESPONSIBILITIES

- Design line extensions and system maintenance jobs as they are assigned including performing necessary calculations for correct equipment selection.
- Work with customers on new installations and changes to existing installations.
- Explain Policies and Rates to customers.
- Create work orders and check them for accuracy after completion.
- Forecast equipment to warehouse for long lead time items.
- Perform inspections of customer electric service facilities.
- Perform surveying work and drafting.
- Update and maintain system map on Geographic Information Systems (GIS).
- Research and complete easements, permits, and digging clearance documents associated with designs.
- Administer existing energy efficiency programs through customer rebates and energy audits.
- All other assignments as directed by supervisor, manager, and General Manager.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent with 2 years of relevant experience in a related field (electric industry, construction trade, etc.) required.
- Knowledge of electric distribution construction standards, NESC, and NEC preferred.
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to communicate effectively both orally and written.
- Ability to operate office equipment/computers with knowledge of Microsoft Windows and Office.
- Ability to perform basic mathematical calculations.
- Ability to work well with other users.
- Possess valid Texas Driver's license and have a good driving record.
- Must be physically and mentally able to perform the essential functions of the job described with or without reasonable accommodation, including being able to lift up to 50 pounds of materials.
- Bondable.

Reviewed By: Paul Martinez Title: Director of Engineering

Approved By: Tammye Riley Title: Director of HR

Last Revised Date: 10/3/2021 Date Issued: 2/1/2012



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Employee Statement of Understanding:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB's ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date:

Employee's Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

Reviewed By: Paul Martinez Title: Director of Engineering

Approved By: Tammye Riley Title: Director of HR

Last Revised Date: 10/3/2021

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