



JOB DESCRIPTION

TITLE: Graduate Engineer

POSITION STATUS:

GRADE: 21

Full Time Part Time

DEPARTMENT: Engineering

Exempt Non Exempt

REPORTS TO: Engineering Services Supervisor

JOB SUMMARY

Use engineering knowledge to perform routine engineering projects/assignments requiring limited judgement within defined procedures related to electrical systems ranging from service voltage to medium voltage.

RESPONSIBILITIES

- Assist in preparation and maintenance of design drawings and diagrams
- Assist in development of specifications and proposals of equipment and services as necessary to complete assigned projects
- Assists in planning, coordinating, and monitoring capital budget projects for distribution, substation, and operational improvements.
- Utilize CAD software to collaborate with internal and external customers on new infrastructure improvements and additions
- Assists Engineering Services Supervisor with administration of designated programs that includes directing contractors, monitoring budgets, and adhering to set schedules.
- Communicates status updates of planning, scheduling, and coordination of project activities including cost and deadline impacts to internal and external stakeholders.
- Updates and maintains schedule data to ensure project consistency and optimization including identifying potential process improvements to supervisor.
- Assists in resolution of project issues including any potential risks to team members by providing supporting documentation including policies and procedures.
- Performs engineering calculations as necessary to determine requirements for electric system expansion or improvement.
- All other assignments as directed by supervisor, manager, and General Manager.

MINIMUM QUALIFICATIONS

- Bachelor’s degree from an accredited college or university with major course work in engineering, or field related to the job.
- Ability to work well with other users.
- Ability to communicate effectively both orally and written.
- Ability to effectively manage time and projects.
- Ability to prioritize and manage changing priorities.
- Ability to operate office equipment/computers with knowledge of Microsoft Windows and Office.

Reviewed By: Paul Martinez Title: Director of Engineering

Approved By: Tammye Riley Title: Director of Operations

Last Revised Date: 10/3/2021 Date Issued: 10/3/2021



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- Knowledge of engineering and design principles applicable to utility industry.
- Ability to effectively manage time and projects.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to establish and maintain good working relationships with internal and external customers.
- 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 Operations
Last Revised Date:	10/3/2021	Date Issued:	10/3/2021