



JOB POSTING

Traverse City Light & Power

Announcement No. 23-004LP

May 23, 2023

ENGINEERING TECHNICIAN

Applications are being accepted in the Traverse City Light & Power (TCL&P) Human Resources office for the position of Engineering Technician.

Under the direction of the Engineering Manager, this position is responsible for mapping records management; meeting with customers, developers, contractors, and other agencies; designing new and upgraded services, customer requests, and developing material lists and cost estimates.

- Educational requirements include an associate degree in engineering or related field. A combination of education and experience that provides the knowledge, skills and abilities necessary to successfully perform the duties of the position may be considered in lieu of a degree.
- Knowledge and understanding of engineering principles and their applications.
- Ability to interpret drawings, diagrams and instruction manuals.
- State of Michigan Vehicle Operator's License.

A detailed job description and additional minimum qualifications can be viewed at <http://www.tclp.org/Page/Careers> .

Hourly rate is \$28.50 - \$37.01, dependent on education and experience, with a competitive benefits package that includes health, 100% employer paid dental and vision insurance, a 10% employer contribution to a 457 deferred compensation plan and a defined benefit pension plan.

Position is open until filled. Please submit resume, cover letter, employment application and three professional references via email to kschroeder@tclp.org. Please enter in subject line "Engineering Technician".

Employees shall maintain a permanent and bona fide residence in a location that allows for a response time to the Service Center within no more than 60 minutes under normal driving circumstances within 6 months of employment.

TCL&P is an Equal Employment Opportunity Employer

A diverse team makes a strong team. As an Equal Employment Opportunity employer, we are strongly committed to creating a dynamic and equitable workforce that mirrors the community and world that we serve. TCL&P encourages people from all backgrounds to apply.

TRAVERSE CITY LIGHT & POWER JOB DESCRIPTION

ENGINEERING TECHNICIAN

Supervised By: Engineering Manager
Supervises: None
Status: Administrative, Confidential and Technical (ACT)
Non-Exempt

General Summary:

Under the direction of the Engineering Manager, this position is responsible for mapping records management; meeting with customers, developers, contractors, and other agencies; designing new and upgraded services, customer requests, and developing material lists and cost estimates.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform design of customer requested construction projects, which includes development of construction prints, construction details, electrical criteria, identifying labor, material, and equipment requirements for the projects, as well as Customer and Company costs. Prepare and acquire necessary permits and easements.
2. Responsible for communicating to the customer the design and construction process as well as all required customer obligations.
3. Prepare and administer all phases of bid, award, contract, and construction for contracted work related to construction projects.
4. Conduct field work, on sight inspections, staking poles and checking temporary and permanent service for safety and construction requirements.
5. Create cost estimates and preliminary designs for larger distribution system projects under the direction of the Engineering Manager.
6. Perform all functions necessary for the physical accounting of facilities constructed, including the updating of permanent map records.
7. Provide support and installation assistance for various operational technology systems such as AMI at TCLP and customer facilities, or wherever technical support is needed.
8. Provide support using AutoCAD software for a variety of high-level design/drafting activities including complex layouts, detail drawings, sketches, diagrams, for utility

operations, which includes wind, solar, battery storage, micro-grid, and electric vehicle (EV) charging infrastructure.

9. Analyze data, sketches, drawings, notes and/or verbal information supplied by an engineer, technician, designer or customer consultant to determine the most course of action, detail drawings and supplementary information needed to complete assignment.
10. Assist and work closely with the Operations Manager, Line Superintendent, and line crews in daily operations to ensure construction operations are within requirements of engineering designs and specifications.
11. Assist with ensuring proper adherence to safety regulations and practices and participates in the accident prevention program.
12. Establish and maintain effective relationships and use good judgment, initiative and resourcefulness when dealing with customers, employees, contractors, and representatives of other governmental units, professional contacts, City administrators, elected officials, and the public.
13. Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include an associate degree in engineering or related field. A combination of education and experience that provides the knowledge, skills and abilities necessary to successfully perform the duties of the position may be considered in lieu of a degree.
- Knowledge and understanding of engineering principles and their applications.
- Ability to interpret drawings, diagrams and instruction manuals.
- State of Michigan Vehicle Operator's License.
- Ability to effectively communicate technical concepts to ensure customer understanding.
- Strong ability to use office equipment such as telephones calculator, photocopier, fax, personnel computer and software applications including word processing, spreadsheet, database, CAD and GIS.
- Ability to effectively communicate orally and in writing, make presentations and interact and communicate in a positive and professional manner with other employees, contractors, vendors, Board members, customers, and the public.

- Demonstrated ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- In addition to the above-mentioned requirements, this position requires the ability to read, write, speak, and understand the English language as necessary for the position; the ability to follow written and oral instruction; and be physically and mentally able to perform the essential duties of their position. Regular, consistent, and predictable attendance is also required.

Preferred Skills:

- Three years' experience working with electrical distribution systems.
- Working knowledge of utility system planning, operations, and safety.
- Skill in designing and developing new electric connections and systems.
- Working knowledge of National Electric Safety Codes, OSHA regulations, and other codes and regulations governing power distribution.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee must be able to squat, stoop or kneel. The employee must occasionally lift materials of moderate weight. The employee is regularly required to communicate in person and by telephone, read regular and small print, have limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly drives a motor vehicle between work sites. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, moving mechanical equipment and the potential threat of electric shock. The noise level in the office work environment is usually quiet to moderate but may become loud on project sites.

Employee Signature

Date

TCL&P HR

Date