



JOB DESCRIPTION

Electric Service Planner

Date Prepared: March 2014

Class Code: 8425

SUMMARY: Under basic supervision, meets with City Gas & Electric (G&E) Department customers to define customer's electric service requirements and resolve technical issues.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Meets with contractors/builders/developers to review project plans and specifications and compile data on electric service requirements for new projects and expansions; interviews customers to define operational requirements.
- Prepares detailed construction work orders and specifications for the installation of electric equipment.
- Prepares summary and status reports for electric service projects.
- Assists in the development of plans and estimates for construction and repair of electrical system distribution and transmission infrastructure.
- Assists in implementation of equipment maintenance programs.
- Checks plans for construction work orders to verify proper engineering practices.
- Develops power distribution switching procedures.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Electrical or Mechanical Engineering; AND four years of experience in electrical power distribution operations in public utilities.

Knowledge of:

- City policies and procedures.
- Electric system construction and safety standards, including electric metering and switchgear standards.
- Fundamental principles and operations of power generation and distribution systems.
- National Electrical Code and National Electrical Safety Code standards.
- Principles and practices of electric facilities service planning.
- Principles and procedures of record keeping and technical file maintenance.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities operations.

Skill in:

- Analyzing technical issues, evaluating alternatives, and developing recommendations.
- Reading and interpreting technical specifications for electric diagrams and circuits.
- Researching, collecting, and analyzing data, and generating reports.
- Reviewing documents and extracting relevant information.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.