



JOB DESCRIPTION

POSITION: **ENGINEERING TECHNICIAN**

WORK GROUP: **Union 40 hours per week**

FUNCTION:

The Engineering Technician Position is to design the distribution infrastructure including all projects and connections. Also to provide information and technical services to the customers of the utility, or their agents, including, but not limited to, estimating costs of services and specifications for projects, transformer evaluation, site inspections, equipment testing and computer aided drafting. This includes both Engineering and Metering design and implementation

ORGANIZATIONAL RELATIONSHIP:

- Reports to Engineering Supervisor, or designate
- Works in cooperation with all staff and departments
- Works in cooperation with the Town of Grimsby and all other government agencies

RESPONSIBILITIES:

- Design of overhead and underground distribution system projects and connections using specifications and standards in a cost effective and safe manner.
 - Design, installation and maintenance of single and three-phase metering systems and exchanges for re-verifications.
 - Advise customers and electrical contractors of service and connection requirements for new installations and upgrades, i.e. consultants, contractors, owners.
 - Advise electrical contractors of meter locations and service requirements for new loads and upgraded residential services
 - Dispenses policy information when requested, specify transformers and evaluate transformer quotes and construction drawings for discrepancies.
 - Perform inspection of materials, field installations and workmanship, to ensure they meet Utility Specifications.
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- Make recommendations for specification improvements on all materials used in the construction and maintenance of distribution systems.
- Assist in the estimating of capital and maintenance work including assisting in annual budgeting.
- Utilize and maintain GIS, SCADA and asset record databases to map and maintain distribution system assets.
- Co-ordinate some activities for Line staff and contractors, co-operate with all staff and departments.
- Install system-testing devices on customer premises to establish characteristics and performance of system (Low Voltage only).
- Customer problem solving as it pertains to General Service customers or Residential customers.
- Troubleshooting of distribution systems faults and equipment failures.
- Work closely with other departments (Operations, Stores, Billing) to ensure projects are completed in a safe, efficient, timely, and cost-effective manner
- Perform other functions and duties as assigned

QUALIFICATIONS:

- Certified Engineering Technician (C.E.T.)
- Proficient at computer applications (MS Office, AutoCad)
- Experience with ArcGIS (ArcMap and GISPRO)
- Excellent interpersonal and communication skills
- Experience with distribution system modeling software (DESS is preferred)
- Knowledge of protection and control and distribution automation is an asset
- Experience in the utility industry will be an asset

EDUCATION REQUIRED:

- Diploma in Electrical Engineering (2 year or 3 year);
- Continuing education would be an asset.

LICENCES OR SPECIAL REQUIREMENTS:

- Valid Class G drivers license with a clean abstract;

WORKING ENVIRONMENT:

- Typical office workstation in an air-conditioned office;
- Occasional outdoor environment in all types of weather;
- Occasional warehouse environment with exposure to noise, vehicle exhaust, temperature variations, and dust.