

## MEMORANDUM

DATE: September 12, 2017  
TO: All Interested Parties  
FROM: Director of Administrative Services  
SUBJECT: ANNOUNCEMENT OF POSITION VACANCY  
POSITION: Electrical Project Manager  
SALARY RANGE: \$65,670 - \$95,746 before standard deductions

Under general supervision of the Electrical Engineering Division Manager, designs modifications, extensions and improvements to high voltage underground and overhead electrical distribution systems, substations, and City buildings and electrical systems.

### **Essential Job Functions:**

- Reviews commercial and industrial development plans and work with developers, contractors and customers in the installation of electrical infrastructure.
- Makes frequent field inspections ensuring compliance with State and Local laws, codes, and quality assurance standards.
- Supports the Electric Engineering Division Manager with project management, specifications, system modeling, SCADA design and implementations, and planning capital projects.
- Develops, publishes and maintains specification and standards and ensures projects comply with applicable state laws and departmental policies.
- Maintains and updates department record keeping systems, both hard copy and electronic formats performing initial programming and programming updates for electronic record keeping system(s).
- Coordinates and reviews projects that expand the City's electrical infrastructure with customers, contractors, developers and other City departments.
- Utilizes specialized software applications, tools and equipment.
- Communicates effectively with co-workers, other City personnel/departments, regulatory agencies, external agencies/organizations, customers and the general public.
- Responds to and assists in resolving customer complaints, concerns and issues.
- Performs economic analysis for overhead and underground electric system installations.
- Performs Electrical Engineering calculations such as voltage drop, fault current, system capacity and system sizing.
- Assists in employee training activities for the department.
- Oversees and assists other employees with specific work assignments.
- Must respond to electric system emergencies twenty-four hours a day whether on standby or not.

### **REQUIRED Knowledge and Skills:**

- Knowledge of the principles and practices of Electrical Engineering.
- Knowledge of Electrical Power and electrical transmission and distribution systems.
- Knowledge of public works design standards, materials, and construction; and of land development practices, review procedures, and development-related issues and concerns.
- Skill in using a personal computer, a variety of software programs, and other equipment essential to performing daily activities.
- Skill in interpreting and applying policies and procedures, codes/ordinances, professional standards and regulatory requirements.
- Skill in establishing and maintaining effective working relationships, and communicating effectively both orally and in writing.

### **Education, Experience, and Certifications:**

- Bachelor's Degree in Electrical Engineering or related field from an accredited college or university; or equivalent combination of education and experience.
- Must possess or obtain Class "D" State of Tennessee Driver's license.

All parties interested in this position should have an application and/or resume on file with the Personnel Department no later than **12:00 noon, Wednesday, October 4, 2017**.

THE CITY OF OAK RIDGE IS AN EQUAL OPPORTUNITY EMPLOYER