PROJECT ENGINEER

EEO Group: Professionals **Overtime Status:** Exempt

Division:	Engineering and Operations
Reports To:	Manager of Engineering
Position Summary:	Assists Manager of Engineering and others with technical assistance in the design, construction, maintenance and troubleshooting of substations, line reclosers, capacitors, regulators, control wiring, SCADA, AMI, fiber optic communication systems, metering, and both overhead and underground distribution line design and staking

Essential Duties:

1. Follows all safety rules and procedures
2. Performs load flow and voltage drop studies
3. Performs impedance and fault current calculations
4. Performs system protection studies and coordinates sectionalizing equipment
5. Prepares construction drawings in accordance with RUS standards and RUS approved materials
6. Prepares plans, specifications, and cost estimates for Construction Work Plan projects
7. Understands rate structures and effectively communicates rate information to others
8. Coordinates Demand Side Management activities including, but not limited to load shedding of irrigation systems and other controllable loads
9. Coordinates both internal and external projects
10. Provides technical assistance to Field Engineer Team Leader, Substation Crewleader, Metering Crewleader, Key Accounts Representative, Manager of Member Care, and others
11. Performs line design and staking for overhead and underground distribution systems
12. Performs preventive maintenance and troubleshooting on substations and assists with design and construction of new substations
13. Installs, tests and repairs substation relays, wiring, SCADA, and other associated equipment
14. Performs preventive maintenance and troubleshooting on all control wiring and relaying in substations, reclosers, capacitors, and regulators
15. Performs preventive maintenance and troubleshooting of SCADA and AMI systems
16. Performs preventive maintenance and troubleshooting of fiber optic communications system
17. Prepares schematics to install electrical devices and equipment
18. Performs meter tests, repairs, installations and removals
19. Tests distribution transformers
20. Maintains good relations with all members/customers (internal and external)
21. Attends safety meetings as required; and participates in other training to maintain technical and professional competency and to stay abreast of best practices
22. Completes all required paperwork timely and properly (including but not limited to time sheets, mileage sheets, truck reports, staking sheets, material requisition forms, and accident reports)
23. Makes recommendations to direct supervisor regarding process improvement and problem resolution when independent action would exceed scope of authority
24. Complies with Gibson EMC's policies prohibiting harassment and discrimination and immediately reports possible violations to division VP and VP of HR and Member Services
25. Complies with Gibson EMC's Drug-Free Workplace policy and immediately reports possible violations to division VP and VP of HR and Member Services
26. Complies with all policies, safety rules and procedures; and immediately reports possible violations to division VP and VP of HR and Member Services

27. Assists with annual meeting as needed
28. Promotes electricity and member participation in all Cooperative programs
29. Performs other duties as assigned

Equipment Requirements (must be able to effectively use)**:**

Cooperative vehicles (including pick-up truck, flatbed truck, and forklift), trailers, radio, personal computer, printer, copy machine, facsimile machine, hand tools (including drill, power saw), relay test equipment, substation hot stick, and smartphone

Software Requirements (must be able to effectively use)**:**

General Accounting System, Member Information System, e-mail, mapping, AutoCad, word processing, Excel, SCADA, DNP 3.0, acSELerator, and Milsoft Windmill and LightTable

Education Degrees, Certificates, Licenses, and/or Training:

Required:

- Bachelor's degree in Electrical Engineering from an accredited engineering curriculum
- Valid Class D Tennessee Driver's License
- Valid CPR/First-Aid Certificate

Preferred:

- Fundamentals of Engineering (FE) exam
- Professional Engineer (PE) license

Experience, Knowledge, Skills and Abilities:

Required:

- Knowledge of safe and productive practices and procedures for line construction and maintenance
- Knowledge of materials and equipment used in electric utility distribution
- Knowledge of APPA Safety Manual, RUS and Gibson EMC construction specifications, the National Electric Safety Code, the National Electric Code, Department of Transportation regulations, and OSHA regulations
- Ability to effectively and courteously communicate in person, by radio and by telephone
- Ability to effectively and professionally communicate in writing
- Ability to maintain professionalism and effectively perform in stressful situations
- Ability to effectively resolve non-routine problems
- Ability to effectively and professionally perform multiple tasks simultaneously
- Ability to meet deadlines under pressure
- Ability to read and comprehend
- Ability to perform functions used in complex math
- Ability to interpret maps and/or staking sheets
- Ability to maintain confidentiality of externally sensitive information

Preferred:

- Three to four years of experience in an electric utility, preferably with a cooperative

Physical Requirements (must be able to)**:**

Distinguish colors; exhibit depth perception; extend neck to look above, down and side to side; extend the back; use both hands and fingers; grip and twist wrist; reach overhead, forward and side to side; bend/stoop; squat/crouch; twist; sit for long periods of time; stand for long periods of time; walk long distances and on uneven terrain; maintain arm-hand steadiness; climb a ladder; and lift and carry, push and pull weights of up to 50 pounds

Working Conditions (must be able to)**:**

- Work eight hours per day, five days a week
- Work the on-call rotation as needed, including weekends, nights and holidays
- Immediately respond to 24-hour call-out and work overtime as needed, including weekends, nights, and holidays
- Work outside in inclement weather, including temperature extremes
- Drive frequently throughout the Cooperative's service area
- Travel (including overnight) outside Gibson EMC service area

Important:
This position description is not intended to be all-inclusive; other duties may be required as assigned. Gibson EMC reserves the right to revise this position description as needed. This position description does not constitute a written or implied contract of employment.

Revised: June 29, 2022