



## JOB DESCRIPTION

Title: **SENIOR UTILITY PLANNER**

Department: Power

Class Code: 3330

FLSA Status: Non-Exempt

Effective Date: March 1, 1985 (Rev. 04/2016)

### GENERAL PURPOSE

Under general supervision from the General Manager and/or Engineering Manager performs administrative duties in the planning, design, development and maintenance of the total transmission and distribution electrical systems of Murray City Power Department.

### EXAMPLE OF DUTIES

- \*-- Prepares work order and contracts for reimbursable work orders, which include customer request and/or damages to overhead or underground facilities.
- \*-- Uses ArcGIS to prepare work order drawing for major rebuilds to transmission and distribution systems and new installation of electrical distribution for residential and commercial projects. Electrical distribution will include both overhead and underground primary and secondary construction. Reviews electrical plans to determine loads in order to size transformers accordingly.
- \*-- Researches land ownership and prepares easement and right-of-way. Works in conjunction with City Attorney to negotiate appropriate compensation for easement and Right-of-Way procurement.
- \*-- Participates in making long-range plans for design, layout, developments and maintenance of City transmission and distribution lines and equipment.
- \*-- Attends Planning & Zoning meetings and makes recommendations regarding new developments and changes to existing commercial establishments as they relate to the Power Department.
- \*-- Coordinates scheduling in conjunction with Operations Manager, Power Department crews, other City departments, other utilities and Governmental agencies, and contractors.

- \*-- Reviews completed work orders for closing in various computer programs and to verify proper accounting according to standard financial guidelines including those involving transmission systems, substation, overhead and underground distribution, and fiber optic installations.
- \*-- Inspects construction sites and makes decisions concerning clearances and right of way requirements to be in compliance with the National Electric Safety Code.
- \*-- Provides material requisition information to purchasing to ensure the timely acquisition and receipt of materials for construction and maintenance projects; reviews plans and drawings; makes revisions.
- \*-- Perform duties of Planner I and Planner II as necessary.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from High School plus a two year certificate or a Bachelor's degree in GIS or Geospatial Technology and five (5) years experience in electric utility engineering/planning; OR any equivalent combination of education and experience.
- Must show proficiency in ESRI ArcGIS skills (for example: editing data, creating new feature, geometric networking, geo-referencing, layout and map design).
- Must show proficiency in SQL Database skills.

### Special Requirements

- Must possess a valid Utah Driver License.
- Must be available for after hour callouts.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of National Electric Safety Code and National Electric Code.
- Knowledge of overhead and underground construction standards and required materials.
- Knowledge of contract writing and easement preparation. Knowledge of land ownership research.

- Thorough knowledge of the theory of electricity; considerable knowledge of the principles and practices of line construction; thorough knowledge of mathematics involved with construction and line design.
- Knowledge of City Works software.
- Knowledge of financial accounting as it relates to Power Department Enterprise funds.
- Knowledge of various computer based accounting system and work order systems.
- Knowledge of ArcGIS systems.
- Working knowledge of surveying.
- Ability to read and interpret Electrical Plans.
- Ability to create effective working relationships with fellow employees, outside agencies, other departments and the public; ability to give written and verbal instructions; ability to communicate both verbally and in writing.
- Proficiency in all Planner I and Planner II duties.

#### **TOOLS & EQUIPMENT USED**

- Personal computer including word processing, spreadsheet and specialized software; phone; fax and copy machine, and other equipment pertaining to this position.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
  
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.