



JOB DESCRIPTION

Title: **UTILITY PLANNER I**
Department: Power
Class Code: 3335
FLSA Status: Non-Exempt
Effective Date: June 8, 2001 (Rev. 10/2025)

GENERAL PURPOSE

Under general supervision from the Senior Utility Planner and Utility Planner II performs field related duties: assists GIS staff in the inventory of the electrical system, Blue Staking of electrical and fiber optic lines, and maintains records pertaining to the utility planning division.

ESSENTIAL DUTIES

- Reviews completed construction projects to verify construction in accordance with the work orders. Redlines changes to the work order.
- Inputs data related to the field inventory of the transmission and distribution systems into data base in various computer programs.
- Maintains records on various computer programs and card files for all substation transformers, regulators, and distribution transformers.
- Performs all Blue Staking for the electrical and telecommunication systems of the Power Department.
- Assists the Engineering Manager and Senior Utility Planner in the staking of construction projects for the Murray Power Department.
- Uses Auto Cad and ArcGIS to create drawings and small work order drawings.
- Uses various computer programs to create work orders material list, and closes work orders to proper accounts.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and one (1) year working for a public utility or equivalent combination of education and experience.
- Blue Staking experience preferred.

Special Requirements

- Must possess a valid Utah Driver License.

- Must be available for after hour callouts.
- Must be able to meet DOT hearing standard requirements.

Necessary Knowledge, Skills and Abilities

- Knowledge of personal computers, spreadsheet maintenance, and word processing.
- Working knowledge and use of iPad.
- Knowledge of surveying techniques and basic GIS skills (including map scale, address search, map reading, etc).
- Knowledge of ArcGIS and Auto Cad.
- Knowledge of digital file organization, familiarity with databases and record keeping.
- Ability to use and the knowledge of Trimble GPS equipment.
- Ability to interface with the public.

TOOLS & EQUIPMENT USED

- Personal computer including word processing and spreadsheet software; phone; copy and fax 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 manipulate, 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.

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: _____