JOB OPPORTUNITIES

JOB TITLE: Engineer I, II, III, or IV – Electric Substations (2 positions)

JOB ID: 23000021

SALARY GRADE:

<table>
<thead>
<tr>
<th>Engineer I – (Grade 57)</th>
<th>Engineer III – (Grade 59)</th>
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</thead>
<tbody>
<tr>
<td>Minimum: $1,265.29 / week</td>
<td>Minimum: $1,654.29 / week</td>
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<tr>
<td>Midpoint: $1,581.59</td>
<td>Midpoint: $2,067.86</td>
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<tr>
<th>Engineer II – (Grade 58)</th>
<th>Engineer IV – (Grade 60)</th>
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<tbody>
<tr>
<td>Minimum: $1,446.75 / week</td>
<td>Minimum: $1,854.48 / week</td>
</tr>
<tr>
<td>Midpoint: $1,808.46</td>
<td>Midpoint: $2,364.46</td>
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</tbody>
</table>

DEPARTMENT: Electric Substations Engineering

SUPERVISOR: Supervisor-Substation Engineering

WORK LOCATION: 740 N. Belcrest

WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS:
Please contact Recruitment Office (417) 831-8460 for details.

ENGINEER I – ELECTRIC SUBSTATIONS:

PURPOSE OF POSITION:
Performs basic engineering duties necessary for the completion of the department’s goals under close supervision of the Supervisor-Substation Engineering or designee. Engineer I is considered an entry level engineering position. Most work will be initially performed under the mentorship of various experienced Substation Engineers. Progression towards more autonomous work performance will be expected as experience is gained in Substation design tasks.

QUALIFICATIONS:
City Utilities is an Equal Employment Opportunity/Affirmative Action Employer, M/F/Disabled/Veteran.
Recruitment Office (417) 831-8460
**Education and Experience:**

Bachelor of Science degree in electrical engineering from an educational institution accredited by the Accreditation Board for Engineering and Technology (ABET) is required. Design experience is preferred.

In lieu of an electrical engineering degree, consideration may be given to individuals with an engineering degree in another discipline with applicable design experience who have an interest in acquiring the training and experience necessary to perform Electric Substation design tasks. Note: A BSEE degree is required to obtain the Engineer III and IV level.

**Licensing/Certification:**

A valid certificate in Fundamentals of Engineering (FE) is preferred. Must have a valid driver’s license (minimum Class F).

**Knowledge, Skills and Abilities:**

- Basic knowledge of fundamental engineering concepts and practices.
- Ability to:
  - Perform limited portions of broader work assignments under the direction of an experienced engineer.
  - Plan, organize, and coordinate technical work.
  - Demonstrate excellent oral and written communication skills.
  - Work courteously with customers, co-workers, and individuals in other departments.
  - Work under pressure and meet deadlines.
  - Learn and use AutoCAD.
- Experience with Microsoft Office suite.
- Interfaces with outside agencies at all levels with guidance.

**Progression:**

An engineer who has been at the Engineer I level for a minimum of three years and has obtained their MO FE Certificate along with performance, level of responsibility, knowledge, skills, and abilities may be considered to progress to the Engineer II level.

**ENGINEER II – ELECTRIC SUBSTATIONS:**

**PURPOSE OF POSITION:**

Performs moderate engineering duties necessary for the completion of the department’s goals under the general direction of the Supervisor-Substation Engineering or designee. Works on smaller projects and portions of larger projects. Some work will be performed with minimal oversight while other work will be performed under the mentorship of various experienced Substation Engineers. Progression towards increasingly autonomous work performance will be expected as experience is gained in Substation design tasks.

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Recruitment Office (417) 831-8460
QUALIFICATIONS:

Education and Experience:

Bachelor of Science degree in electrical engineering from an educational institution accredited by the Accreditation Board for Engineering and Technology (ABET) is required. A minimum of three years recent, progressively responsible, and applicable design experience is required. Electric substation design experience is preferred.

In lieu of an electrical engineering degree, consideration may be given to individuals with an engineering degree in another discipline, five or more years of recent, progressively responsible, and applicable design experience and an interest in acquiring the training and experience necessary to perform increasingly complex Electric Substation design tasks. Note: A BSEE degree is required to obtain the Engineer III and IV level.

Licensing/Certification:

A valid certificate in Fundamentals of Engineering (FE) is required. Must have a valid driver’s license (minimum Class F).

Knowledge, Skills and Abilities:

- A general working knowledge of fundamental engineering concepts and practices.
- Ability to:
  - Perform portions of larger work assignments under the direction of a more experienced engineer.
  - Plan, organize, and coordinate technical work.
  - Demonstrate excellent oral and written communication skills.
  - Work courteously with customers, co-workers, and individuals in other departments.
  - Work under pressure and meet deadlines.
- Proficient experience with AutoCAD.
- Proficient experience with Microsoft Office suite.
- Interfaces with outside agencies at all levels.

Progression:

An engineer who has been at the Engineer II level for a minimum of two years, possesses the required BSEE degree, has obtained their MO PE registration, and meets required performance, level of responsibility, knowledge, skills, and abilities may be considered to progress to the Engineer III level.

If an Engineer II incumbent meets the education, experience and certification requirements of an Engineer III, a peer review will be required to determine if he/she meets the criteria to advance to the Engineer III level, including but not limited to: the individual’s performance and level of professional competency compared to the knowledge, skills, and abilities required for the position.

ENGINEER III – ELECTRIC SUBSTATIONS:

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Recruitment Office (417) 831-8460
PURPOSE OF POSITION:

Performs complex engineering duties necessary for the completion of the department’s goals under the general direction of the Supervisor-Substation Engineering. Works on major projects and may act as lead for moderate scope projects, including technical specification development, management of project budgets, contract negotiation, and complete project management. Most work will be performed with minimal oversight while some work may be performed under the mentorship of various experienced Substation Engineers. Progression towards increasingly autonomous work performance will be expected as experience is gained in Substation design related tasks. This position may supervise Intern employees.

QUALIFICATIONS:

Education and Experience:

Bachelor of Science degree in electrical engineering from an educational institution accredited by the Accreditation Board for Engineering and Technology (ABET) is required. A minimum of five years recent electric substation design experience is required.

In lieu of Electric Substation design experience, consideration may be given to individuals with a minimum of seven (7) years of recent progressively responsible applicable design experience. Note: A BSEE degree is required to obtain the Engineer IV level.

Licensing/Certification:

A valid Missouri Professional Engineer (PE) Registration Certification is required. Individuals possessing PE Certification from another state will be required to obtain a Missouri Professional Engineer Registration Certification within 12 months to remain at Engineer III level. Must have a valid driver’s license (minimum Class F).

Knowledge, Skills and Abilities:

- Considerable knowledge of, and ability to successfully apply, engineering principles, concepts, and practices.
- Ability to:
  - Successfully complete major portions of work associated with most Substation design tasks.
  - Design, plan, organize, and coordinate technical work.
  - Demonstrate excellent communication and interpersonal skills.
  - Demonstrate interpretation of policies and procedures, and have a good working knowledge of national, state, and local laws and regulations and apply utility engineering practices and techniques.
  - Work courteously with customers, co-workers, and individuals in other departments.
  - Interfaces with outside agencies at all levels.
  - Work under pressure and meet close deadlines.
  - Provide meaningful project budgeting and scheduling input.
  - Teach and mentor less experienced engineers and interns.

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Recruitment Office (417) 831-8460
Proficient experience with Microsoft Office suite.
Proficient experience with AutoCAD.

**Progression:**

*If an Engineer III incumbent meets the experience and certification requirements of an Engineer IV, a peer review will be required to determine if he/she meets the criteria to advance to the Engineer IV level, including but not limited to: the individual’s performance and level of professional competency compared to the knowledge, skills, and abilities required for the position.*

**ENGINEER IV – ELECTRIC SUBSTATIONS:**

**PURPOSE OF POSITION:**

Plans and performs complex engineering duties necessary for the completion of the department’s goals under the general direction of the Supervisor-Substation Engineering. Acts as a lead for major or moderate scope projects, including technical specification development, management of project budgets, contract negotiation, and complete project management. Work will be performed with minimal oversight in an Engineering Lead capacity. This position provides mentoring to less experienced Substation Engineers while completing comprehensive Substation design assignments. This position may supervise Intern employees.

**QUALIFICATIONS:**

**Education and Experience:**

Bachelor of Science degree in electrical engineering from an educational institution accredited by the Accreditation Board for Engineering and Technology (ABET) is required. A minimum of eight years recent electric substation design experience is required.

In lieu of Electric Substation design experience, consideration may be given to individuals with a minimum of ten years of recent, progressively responsible, and applicable design experience.

**Licensing/Certification:**

A valid Missouri Professional Engineer (PE) Registration Certification is required. Individuals possessing PE Certification from another state will be required to obtain a Missouri Professional Engineer Registration Certification within 12 months to remain at Engineer IV level. Must have a valid driver’s license (minimum Class F).

**Knowledge, Skills and Abilities:**

- Possesses comprehensive knowledge of, and ability to successfully apply the most current engineering principles, concepts, and practices to provide Substation design solutions.
- Ability to:
  - Successfully lead major projects.
  - Design, plan, organize, and coordinate technical work.

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Demonstrate excellent communication and interpersonal skills.
Demonstrate interpretation of policies and procedures, and have a good working knowledge of national, state, and local laws and regulations and apply utility engineering practices and techniques.
Work courteously with customers, co-workers, and individuals in other departments.
Interfaces with outside agencies at all levels.
Work under pressure and meet close deadlines.
Provide meaningful project budgeting and scheduling input.
Teach and mentor less experienced engineers and interns.
- Proficient experience with Microsoft Office suite.
- Proficient experience with AutoCAD.

ENGINEER I,II,III or IV – ELECTRIC SUBSTATIONS:

Physical Requirements:

Typically, sedentary work. Ability to express or exchange ideas by means of the spoken word and receive detailed information through oral communication. Substantial movements of the wrists, hands, and/or fingers, and close visual acuity to operate a computer is required. Position may require bending, stooping, pushing, and pulling. Also, may require lifting up to 20 pounds, on occasion.

Working Conditions:

Duties are primarily performed in an office environment with some outside field work in all weather conditions.

Miscellaneous Requirements:

Employee must remain alert and aware of their surroundings at all times and maintain the ability to respond to changing circumstances in a timely manner.

Must be able to work successfully with diverse groups of people.

TESTING:
Testing may be required.

HOW TO APPLY:
Interested applicants may apply online at cityutilities.net under Careers/Search Jobs.