

JOB DESCRIPTION

Job Title: Electrical Engineer Position Number: 95-03

Incumbent: Vacant Effective Date: June 2017

Employment Status: Permanent Bargaining Unit: Yes X No

Supervisor's Title: Manager, Electrical Engineering Department: Eng & Capital Projects

Subordinate Positions: May provide technical project oversight and supervision to trades staff and external contractors and/or consultants

SUMMARY:

Under the supervision of the Manager, Electrical Engineering, the incumbent plans, organizes, and directs all or part of electric utility projects, from concept through design, construction and closeout of the project; develops electrical engineering designs, specifications, and cost estimates; prepares written reports for electric utility maintenance and construction programs associated with various projects and facilities.

DESCRIPTION:

1. Performs electrical engineering assignments in all aspects of substations, power generation and transmission including additions, upgrading or maintenance of protective relaying, instrumentation and control systems.
2. Performs project management for various capital projects by utilizing the project management body of knowledge and industry best practice.
3. Provides engineering design, technical specifications, bid evaluation and cost estimates; contract administration; project scheduling; coordination; control and monitoring; and field decisions and construction management to ensure projects are completed within the stipulated time and allocated budget.
4. Prepares detailed, project-specific electrical commissioning procedures and carries out or witnesses, as appropriate, the commissioning of electrical systems.
5. Prepares post-project documentation including as-built drawings and operation and maintenance manuals.
6. Provides guidance and work supervision to trades people as well as outside contractors and/or consultants as required.
7. Collaborates and co-operates with other departments in completing multi-discipline projects. Co-ordinates project execution with construction managers to ensure successful completion of projects.

8. Works with and provides guidance for the utilities' customers for the efficient use of electric energy, in establishing utilities service requirements, fault current protection, load management and demand control, power factor correction, and systems safety and protection schemes.
9. Assists in the preparation of electrical project budgets, short and long range plans for electrical equipment and facilities replacement, retirement, additions, and life extensions.
10. Provides project updates and reports as required.
11. Takes part in the development of corporate technical standards, technical procedures and technical policies.
12. Maintains an up-to-date knowledge of electrical engineering with respect to power systems, power generating plants and equipment, transmission and distribution systems, control systems, construction methods, materials, contract law and engineering and safety codes.
13. Investigates, analyzes, and resolves a variety of challenging and unusual engineering problems.
14. Provides technical leadership to peers and junior staff and receive advice and mentorship from peers.
15. Adheres to the Corporation's high safety standards by following approved safe working plans, worker administered and operator administered protections plans and wears appropriate personal protective equipment when required.
16. Other related duties.

WORKING CONDITIONS:

- The majority of the work is performed in a normal office environment with exposure to outdoor weather, hot, noisy, or cold conditions when working in the field.
- Must maintain the confidentiality of all corporate information.
- Adheres to all corporate policies, procedures and guidelines.
- Some travel is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires a degree in electrical engineering (in Canada) and must be eligible for registration as a Professional Engineer in the Yukon.
- Knowledge of electrical theory, design parameters and applicable codes and regulations as applied to electrical utility distribution, transmission, generation, and telecommunications facilities.
- Knowledge of utility operations and engineering including: computerized maintenance systems, material management and project budgeting.
- Ability to work independently and in a team and cross-cultural environment.

- Ability to direct, evaluate, and elicit the cooperation of others and negotiate effectively with other departments and outside agents.
- Ability to communicate effectively with others and compose clear, effective and accurate technical reports and presentations.
- Ability to assimilate and understand information in a manner consistent with the essential job functions.
- Ability to perform as a project manager - review drawings, specifications, cost estimates, construction contracts and request for proposals.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Must be self-motivated and versatile, and thrive on a variety of work.
- A valid class 5 driver's license.

Incumbent

Supervisor

Director

Date