



Town of Danvers Position Description

Title: Systems Engineer	Classification: Union	Union Status: D.I.E.G.
Department: Public Works Electric Division	Grade: 27X	
Reports to: Engineering & Operations Manager	Department Director: Utility Director	
Effective Date: 9/1/2019	FLSA Status: FLSA Exempt	

GENERAL SUMMARY:

Under the general direction of the Utility Director, Assistant Utility Director, or their designee, provides electrical engineering services to the Electric Division and other Town departments. The Systems Engineer designs and manages the Town's distribution projects, including overhead, underground and substation construction. Evaluates the impact of localized load growth of the electrical system; provides recommendations for plans to accommodate such growth. Performs work related to electrical utility in conformance with local, state and federal regulations and codes.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists the Engineering & Operations Manager in the areas of systems planning to accommodate projected load growth.
- Monitors system power factor and determines the placement of capacitors for power factor correction.
- Prepares technical specifications for the procurement of electrical sub-transmission, distribution, and control apparatus.
- Provides technical support for the maintenance of substations and associated control systems.
- Performs short circuit and coordination studies to ensure the proper protection of the Town's sub-transmission and distribution systems and makes appropriate recommendations.
- Prepares and dispatches sequenced switching orders for maintenance and emergency line operations.
- Instructs personnel in proper maintenance and operation of electrical apparatus.
- Performs electrical testing of high voltage and associated control equipment as required.
- Acts as a qualified switch-person by operating equipment in the field as required.
- Performs circuit load analysis to determine the capacity and future requirements of the sub-transmission and distribution lines.
- Operates SCADA and other related automated distribution equipment.
- Reviews technical proposals.
- Designs and manages multiple 23 KV and 4.16KV distribution projects, including overhead, underground and substation construction.
- Performs the duties of an electric switchboard operator.
- Other related duties as required

Minimum Qualifications:

- Bachelor's degree in Electrical Engineering from an accredited institution is required, with a concentration in Power Systems preferred. Masters of Science degree in Power Systems preferred.
- 7-10 years' of electrical distribution experience.
- 3 years' experience in project management required; 5 years preferred.

- Must be able to obtain Red Tag and High Voltage qualification as determined by the Utility Director within 6 months from date of hire. This time frame may be extended by the Utility Director under certain circumstances.
- Must be able to qualify for and function as the Control Authority, as determined by the Utility Director, for the electric distribution system, within one year of the year immediately following Red Tag and High Voltage qualification. This time frame may be extended by the Utility Director under certain circumstances.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

Knowledge, Ability, Skill

Knowledge: Knowledge of OSHA, NESC, and related distribution construction standards. Experience with GIS and applicable software packages. Familiarity with various distribution analysis software application.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, to document configuration changes and processes

Skills: Excellent customer service and organization skills, excellent time-management skills, excellent written and verbal communication skills, strong project management skills,

Supervision

Received: Works under the general supervision of the Assistant Utility Director and the daily supervision of the Engineering & Operations Manager and in accordance with the applicable provisions of the Massachusetts General Laws.

Exercised: Supervises engineering staff and field personnel as required. May serve as the Engineering & Operations Manager in his/her absence as assigned.

Responsibility: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires knowledge of departmental operations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Regular periods spent outside in non-office environment, subject to all weather conditions.
- Work is performed under typical office conditions; work environment is moderately noisy and subject to frequent interruptions.
- May be required to work additional/extended hours to perform emergency engineering work and emergency operations during designated periods.
- Required standby shift coverage, as assigned, to provide 24 hour coverage of electric engineering.
- Operates a computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Must understand and abide by confidentiality regulations and standards.
- Errors could result in the delay of department services and have legal and/or financial repercussions.

Physical Requirements

(The physical demands described 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.)

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at an efficient speed.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:

Jen Breakey
Human Resources Director

03.15.21
Date

Kelly Kobrenski
DIEG Union Representative

3/11/2021
Date

Received by:

Employee

Date

Human Resources

Date