



JOB DESCRIPTION

Title: **UTILITY PLANNER II**
Department: Information Technology
Class Code: 3333
FLSA Status: Non-Exempt
Effective Date: October 26, 2010 (Rev. 04/2016)

GENERAL PURPOSE

Under general supervision from the General Manager and/or Engineering Manager, assist Senior Planner in field related duties and assist the GIS Specialist/Analyst in the inventory of the electrical system. Post completed work orders to GIS Mapping and Data Base. Maintains records pertaining to the Planning Division. Blue stake electrical transmission and distribution lines as necessary.

ESSENTIAL DUTIES

- Posts completed work orders and service orders to GIS Map and associated Database.
- Maintains records on various computer programs and card files for all substation transformers, regulators, and distribution transformers.
- Maintains records in GIS for all equipment located on poles and underground installations. Used GIS data base to indicate ownership of poles and contacts in order to correctly bill and pay pole contact payments. Accounts for number and size of all street lights for billing City for street light energy usage.
- Uses ArcGIS to prepare work order drawing for new installation of electrical distribution for residential and commercial projects. Electrical distribution will include both overhead and underground primary and secondary construction. Reviews plans to determine loads in order to size transformers.
- Works with other utilities for pole contacts to ensure proper clearances in accordance with NESC.
- Performs all Blue Staking for the electrical transmission and distribution systems of the Power Department.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school plus two year certificate or bachelor's degree in GIS or geospatial technology plus two (2) years experience in GIS Mapping and database and two (2) years of experience in the electrical power industry, or any equivalent combination of education and experience.
- Proficiency in ESRI ArcGIS skills (for example: editing data, creating new features, geometric networking, geo-referencing, layout & map design).
- Proficiency in AutoCAD.

- Proficiency in SQL Database.

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 Cityworks.
- Knowledge of overhead and underground construction standards and required materials.
- Knowledge of financial accounting as it relates to Power Department Enterprise Funds.
- Knowledge of various computer accounting systems and work order systems.
- Knowledge of surveying techniques.
- Knowledge of GIS mapping and Database.
- Ability to follow written and verbal instructions: ability to communicate both verbally and in writing and the ability to work well with the public.
- Proficiency in all Utility Planner I duties.

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 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 ten pounds and occasionally lift 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: _____