

Doyon Utilities, LLC
Job Description

JOB TITLE	Electrical Utility Engineer	LOCATION	HDQ Engineering
REPORTS TO	Director of Engineering	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F/ 8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Exempt
BARGAINING GROUP	N/A	DATE	12/01/16

POSITION OBJECTIVES: The Electrical Utility Engineer is primarily responsible for professional engineering work related to Doyon Utilities’ capital project program to include providing professional and technical design preparation and reviews, and the creation of proposals. The position assists in the development of short and long term plans addressing the continued development, future expansions and rehabilitation of the utilities’ electrical systems, assists in the preparation of responses to requests for proposals, and the annual update of the utilities’ standards of construction. In addition, the Electrical Utility Engineer may be assigned project management duties and responsibilities related to the utilities’ electrical projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provide technical support to all DU site locations and DU project managers.
2. Determine methods and materials necessary to complete projects.
3. Evaluate bids received by Doyon Utilities for completeness and address any issues such as items that may be omitted or incorrectly addressed by bidders.
4. Assist in the compilation of RFP responses.
5. Assist in the planning and submittal of the 5-year capital plan.
6. Provide technical support of capital and in-house utility projects and associated duties and responsibilities related to management of said projects.
7. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Experience in electrical distribution and transmission systems.
2. Experience in the utility industry is preferred.
3. Previous project management experience is preferred.
4. Excellent analytical, oral and written communication skills.
5. Strong computer skills and proficiency using the Microsoft Office Suite and internet applications.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver’s license issued by the State of Alaska.
4. Willingness and ability to travel to job sites within Alaska.

ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Incumbent must be physically capable of visiting construction sites, undeveloped areas, and potential project locations on military installations in Alaska. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Electrical Engineering.
2. Professional Engineering license is highly desired.
3. Minimum of 4 years of electrical engineering experience.

Employee's Signature

Date