

**PIKE ELECTRIC
JOB SPECIFICATION
ENTRY LEVEL CIVIL ENGINEER**

Job Description

Under direction and guidance of experienced engineers, provide civil engineering analyses and design of distribution systems, high voltage electric substations, or transmission line design work. Work includes providing a project engineering interface for various substation design, distribution and/or small transmission projects, conceptual layout designs, structural analysis, long lead material requirements, cost estimates, drawing review and approval. Work involves coordination with field personnel, writing specifications and contracts, checking drawings, calculations and design. Some fieldwork required. Establish scope, schedules and cost controls compatible with client objectives. Manage smaller to mid-sized technical projects and serve as the technical interface to the Project Manager on projects. Work activities include collection and interpretation of engineering data, development of project design basis, development of specifications, and performance of detailed engineering. Ensure conformance to applicable engineering codes and standards as well as company policies and procedures.

Qualifications

Hiring manager may fill the job with one of the following Engineer classifications dependent on candidate's qualification and skills.

Engineer 1

Classification Summary: This is the first level of the Engineering classification. Provide engineering/technical expertise to solve problems in a specific area of expertise, with close supervision. Incumbents are expected to develop skills in their field of study, and the ability to work with greater independence.

Duties & Responsibilities: Under close supervision, in the area of expertise will provide

- engineering/technical expertise and guidance in the identification, analysis and resolution of problems
- effective planning, organizing, estimating, scheduling and monitoring of work activities
- thorough and accurate technical reports, correspondence, documentation, calculations and sketches
- continuous improvement of job-related, engineering, technical and professional knowledge, skills and performance
- effective oral and written communication skills
- accurate records and files
- support of the company's goals and represents the company positively and professionally

Required Qualifications:

- Graduation from a four-year college or university with a Bachelor of Science in Engineering; BSCE preferred.
- Understanding of basic engineering theories and principles.
- Understanding of basic practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
- Good written and oral communication skills.

Desired Qualifications:

- Received a passing grade on the Engineering Fundamentals Exam.
- Understanding of basic principles of project management
- Experience in the utility industry.

Engineer 2

Classification Summary: This is the second level of the Engineering classification. Provide engineering/technical expertise to solve more complex problems in a specific area of expertise, with some supervision. Incumbents are expected to develop advanced skills and the ability to work with greater independence.

Duties & Responsibilities: Under some direct supervision, in the area of expertise will provide:

- engineering/technical expertise and guidance in the identification, analysis and resolution of problems
- effective planning, organizing, estimating, scheduling and monitoring of work activities
- thorough and accurate technical reports, correspondence, documentation, calculations and sketches
- continuous improvement of job-related, engineering, technical and professional knowledge, skills and performance
- effective oral and written communication skills
- accurate records and files
- support of the company's goals and represents the company positively and professionally

Required Qualifications:

- Graduation from a four-year college or university with a Bachelor of Science in Engineering; BSCE preferred.
- 2 to 4 years experience as a practicing engineer
- Understanding of basic engineering theories and principles.
- Understanding of basic practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
- Good written and oral communication skills.

Desired Qualifications:

- Received a passing grade on the Engineering Fundamentals Exam.
- Understanding of basic principles of project management
- Experience in the utility industry.