

**MERCED IRRIGATION DISTRICT**  
**ASSOCIATE ENGINEER – ENERGY RESOURCES**

FLSA Status – Non Exempt

**DEFINITION:**

Under the general direction, perform professional electrical engineering work related to all phases of the District's electric operations. Support non-engineering MID departments including operations, maintenance and other departments as necessary.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Perform complex professional engineering work in the design, construction, operation and maintenance of District electrical and communication facilities, including system modeling and planning, complex calculations, engineering studies, development of construction standards, development of operating procedures, material and equipment specifications, cost and scheduling estimates.
- Manage engineering and related construction projects through their design and construction phases including project planning, scheduling, coordination, budgeting, and field inspection.
- Perform complex field survey work as needed to support construction projects for new customers, new Distribution facilities, existing Distribution facilities and sub-stations.
- Ensure that the District is in compliance with NERC and WECC standards, including monitoring compliance activities, coordinating audits, preparing reports and developing and maintaining performance metrics.
- Prepare complex written reports and presentation for in-house and public use.
- Provide technical support and direction to MID engineering staff and other departments' staff on an as needed basis or as directed by MID management.
- Provide documentation during all project construction activities, interpret construction drawings and specifications in the field and effectively provide clarification of technical construction issues to MID staff and contractor representatives.
- Assist in short and long-range capital improvement planning and budgeting, including performing inspections and preparing related studies.
- Review plans submitted by private engineers for conformance with District standards and requirements.
- Represent the District in the community and at professional meetings as required. This may include presenting information on behalf of District and reporting back to management.
- Review design packages from developers and generates verbal and written comments for incorporation into design to ensure compliance with District requirements.
- Conduct site visits as required.
- Comply with and enforce all District rules, regulations, policies and procedures.
- Perform other duties as requested, directed or assigned.

**QUALIFICATIONS:**

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

**Education:**

- Bachelor of Science Degree in Electrical Engineering from an accredited college or university.

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### **Experience:**

- California registration as an Engineer in Training (EIT), or the ability to acquire within one year of employment.
- Two (2) years of experience as a professional engineer with background in the electric transmission, distribution, substation, design, and operation and the preparation of technical reports and studies associated with electric transmission and distribution projects.
- Significant working knowledge of engineering production and design software including MS Office Suite and AutoCAD or other Engineering programs.
- NERC and WECC regulatory compliance experience a plus.

### **Ability to:**

- Work closely with all MID Engineering Department staff and management, constituents, consultants, contractors, other governmental agency representatives and the general public.
- Exercise leadership, authority and management tactfully and effectively.
- Assist with the negotiations of agreements with various entities.
- Interact effectively with City and County governments serving MID's best interests.
- Independently solve problems and make recommendations regarding the incorporation of standards, procedures, and policies to best serve District constituents.
- Work independently.
- Provide prompt and proper response to public concerns and complaints.
- Communicate effectively both orally and in writing. Work cooperatively with staff, employees and employee organizations.
- Handle confidential information appropriately and professionally.
- Effectively utilize various engineering software associated with spreadsheets, word processing and other typical office software programs.
- Build consensus with the public, be it on a cooperative project or District standard enforcement.
- Appreciate and be sensitive to the political reality in a small public agency.
- Apply common sense based on best engineering practices in resolving nonstandard situations, and field adjustments.
- Attend District directed course work related to daily activities.
- Learn new computer engineering software when the need arises.

### **Knowledge of:**

- Electrical Engineering practices related to electric transmission, distribution, and substations including NERC and WECC standards and rules;
- NERC and WECC compliance standards.
- Above average knowledge of AutoCAD, knowledge of Civil 3D is a plus;
- Project initiation, CEQA requirements, design and construction;
- Have a thorough understanding of basic PC computer systems and MS software including, but not limited to, Word, Excel, Project, Power Point, and Access;
- Bid specifications principals, bid and contracting processes and applicable laws.
- Research and analysis methodologies;
- Technical Report Preparation;
- Supervisory skills to effectively lead and direct subordinate engineering staff.

### **Necessary Special Requirements:**

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.

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- Abide by all District policies, guidelines and rules.

**ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and 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:

**ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

**TYPICAL PHYSICAL DEMANDS:**

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day  
Hands/Arms: Operates computer for up to eight (8) hours per day  
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.  
Stooping: Bends body downward and forward by bending at the knees or waist  
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.  
Hearing: Hears well enough to receive communications in person and by telephone.  
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**