MERCED IRRIGATION DISTRICT
DISTRIBUTION PLANNER
FLSA Status – Non-Exempt

DEFINITION:

Under general direction, design new and modifies existing overhead and underground electric distribution facilities: develops master distribution plans; prepares work orders, electric constructions estimates, material lists, and cost of service studies. Responsible for contacting, interacting and providing assistance to Merced new electric customers in obtaining new electric contracts. Manage and coordinate Merced Irrigation District's efforts to provide individualized, responsive, high quality customized service to major and key account electric customers. Perform a variety of marketing-based duties including, but not limited to identifying and quantifying new business opportunities and service issues; work with economic development, county, and city contacts to promote the retail sale of electricity.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Prepare electric transmission and distribution construction, circuit and other drawings, GIS maps.
- Maintain records for all distribution transformers.
- Interface with the District's electric customers to design residential, commercial and industrial installations.
- Prepare designs and work orders for electric distribution equipment (structures, transformers, disconnect switches, conductors, connectors, insulators, conduits and grounds); electrical arrangements, plans, sections, elevations, details, comprehensive equipment lists, summaries and related calculations.
- Draft contracts for retention of customers (residential, agriculture, commercial, and industrial).
- Draft bid contracts/requirements/specifications for retention of contractors.
- Draft capital project authorizations for internal and external construction projects.
- Draft and complete supporting documentation for project justifications and margin analyses.
- Act as primary point of contact for new business customers from application through construction.
- Coordinate project information (studies, sketches, computations, other complex data) for the engineering and construction of electric facilities including equipment relocations and replacements, capacity additions, reliability and automation improvements.
- Coordinate job scheduling with marketing, customer service, and general construction.
- Maintains a working knowledge of rates, rate trends and energy efficiency programs.
- Work with economic development, county, and city contacts to promote the retail sale of electricity.
- Coordinate with Line Supervisor and provide support for site superintendents and job foreman to enable the construction of District facilities.
- Regular interfacing with other disciplines (such as civil and architectural engineers), clients and District personnel.
- Recommend cost-effective strategies to improve project support effectiveness, including safety.
- Perform and meet project schedule and cost objectives.
- Provide engineering technical support to other District departments.
- Ensure compliance through engineering design, specifications, operating bulletins and directives with District safety rules, District policies and rules and regulations of other agencies that apply to District operations.
- Coordinate with Operations and Maintenance the procurement of equipment and materials for use in the field.
- Help establish specifications for use as standards.
- Recommends and assists in implementation and evaluation of goals, objectives, and practices for providing effective and efficient utility related customer services.
- Serves, upon request, as the "dry" utility coordinator to perform duties as outlined in the Joint Trench Coordination Responsibilities.
- Draft clear and concise customer communications as required, including, but not limited to contracts, load

sheets, service memorandums, invoicing for miscellaneous electric fees, written transmittals and documentation of information.
- Prepare a variety of reports to keep management informed of program/project status; develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance and public relations, and recommends modifications to increase effectiveness; conducts research and performs analyses to make recommendations to management-related program design.
- Participate in site visits to current business customers to provide electrical service options and provide reports to these clients defining applicable electrical connection costs, rate analysis, economic incentives and energy efficiency incentives.
- Review contract/commitments to ensure consistency with relevant rates, rules and policies.
- 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:

Two (2) years of college with substantial course work in engineering to include drafting, computer aided design, basic electrical theory and mathematics at the trigonometry level. Bachelor's degree is a plus.

Experience:

Two (2) years of Experience in the electrical power industry.

Ability to:

- Prepare, maintain and revise detailed drawings, schematics, sketches and maps both manually and using computer aided design software (AutoCAD).
- Post completed work orders and service orders to GIS Map and associated Data Base.
- Maintains records in GIS for all equipment located on poles and underground installations.
- Work and communicate effectively with co-workers, other departments, agencies, contractors, customers and developers.
- Intermediate computer application skills.
- Solve complex problems.
- Multi-task with several complex and demanding concurrent projects.
- Communicate clearly and concisely, orally and in writing.

Knowledge of:

- Utility engineering principles, practices, and terminology.
- Working knowledge of National Electrical Safety Code, National Electrical Code, and Merced, Livingston, and Atwater cities Electrical Ordinance.
- Knowledge of overhead and underground construction standards and required materials.
- Knowledge of surveying techniques.
- Knowledge of GIS mapping and Data Base.
- Basic electrical theory, General Orders #95, #128 and #165, and District Electric Service Rules.
- Ability to follow written and verbal instructions: ability to communicate both verbally and in writing: ability to work well with the public and coworkers.

Necessary Special Requirement:

- Personal computer including word processing and spreadsheet software; phone; copy and fax machine, and other equipment pertaining to this position.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle

insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:
- Exposure to the sun: 50% 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.

SUPERVISION:
The position receives general supervision from Manager of Engineering, Energy Resources.