



Job Title: Electrical Engineering Technician	Reports to: Senior Supervising Engineer
Department: Engineering	Job Grade: 7
FLSA: Exempt	Union: No
Date: August 2025	GM Approval:_____

GENERAL SUMMARY:

Under the general administrative direction of the Senior Supervising Engineer, serves as a technical/engineering assistant, and gives high-level support to SELCO's Engineering Division. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Is called upon to handle a significant amount of details, each varying from the other in substance and content, and to exercise flexibility in approaching workload.

ESSENTIAL JOB FUNCTIONS:

- Develops, produces and updates construction plans and circuit maps of the underground and overhead electrical distribution system utilizing SELCO standards and computer-aided drafting software. This includes all field work involved in data collection.
- Transfers conceptual designs, surveying, and contractor plans into a digital format.
- Inspects construction performed by contractors for underground utility projects.
- Reviews customer-driven DG projects for prospective SELCO interconnection.
- Updates SELCO electrical, construction, and drawing standards as determined by SELCO.
- Assists in updating SELCO's electrical GIS database using ArcGIS software or equivalent.
- Assists with system analysis and design criteria for proposed utility improvement projects.
- Assists with field surveying of utility infrastructure.
- Supports high-voltage substation switching, including but not limited to, all aspects of emergency outages, scheduled maintenance, and voltage reduction coordination between substations.
- Performs special projects and related responsibilities as initiated and requested.
- Assists in preparing compliance reports for ISO, NPCC and more.



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- Review and comprehend technical specifications of utility equipment to make recommendations to the supervisor.
- Performs other related duties as required, directed or as the situation dictates.
- Regular attendance at the workplace is required.
- Must be available to respond to system outages and emergencies during nights and weekends.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION & EXPERIENCE:

Associates degree plus two years of electrical, or civil technical experience. Equivalent experience may be substituted for degree requirements. Experience with AutoCAD or other drafting software is preferred. Additionally, experience with GIS database management is preferred.

Motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of computerized drafting standards, AutoCAD, Windows Operating System, databases, spreadsheets, word processing and departmental operations.

Ability to transfer information from plans to a digital layout.

Must be able to complete hand calculations of basic electrical math on demand.

Must have effective communication skills and ability to work cooperatively with internal and external stakeholders.

Ability to work effectively under time constraints to meet deadlines.

Must have proficient knowledge of Microsoft Word, Excel, and PowerPoint, as well as the Google Suite of products

WORKING CONDITIONS & PHYSICAL DEMANDS:

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

Frequent periods spent outside in non-office environments including construction sites conducting field inspections requiring exposure to weather conditions.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, and other standard office equipment requiring eye-hand coordination and finger dexterity.



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The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**