



NOTICE OF JOB OPENING

GIS Technician / Power Systems Planner

Posting Date: November 15, 2023
Department: Power
Reports to: Electrical Engineer
Salary Range: N-09 to N-12 (Depending on Qualifications) - \$22.13 - \$37.87 per hour
Expected Starting Salary - \$22.13 – \$25.66 per hour
Position Type: Full Time
How to Apply: Applications available at bountifulutah.gov (City Application REQUIRED)
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov
Deadline to Apply: 5:00 p.m., Wednesday, November 29, 2023

Overview:

Maintain and oversee the department GIS along with system maps and designing, inspecting, and recording of construction and maintenance projects as assigned.

Essential Responsibilities:

1. Update, upgrade interface, and maintain the department GIS including supporting department staff.
2. Prepare job sheets, material lists, cost estimates, and job billings letters for new construction, relocation, and conversion of the electrical distribution systems or for system maintenance and upgrades. All work is to be prepared in accordance with Department rules and regulations and in compliance with electric utility standards and codes.
3. Must carry a cell phone and be available for callouts.
4. Assist in the scheduling and coordinating of construction projects with the Electrical Engineer, Power Systems Planning Supervisor, Superintendent of Operations, Purchasing Agent, other city, county, and state departments, other utilities, contractors, and developers as assigned.
5. Perform field staking and surveying for layout of distribution projects. Prepare, obtain, record, research, and/or file easements, right-of-way, excavation permits, road and railroad crossing permits and underground locations as needed for assigned projects.
6. Inspect new and existing facilities for compliance with construction standards and applicable codes. Update system maps and records to reflect actual system facilities and configuration.
7. Review and respond to pole attachment requests. Inspect for proper clearances before and after attachments. Keep accurate attachment records and prepare pole attachment billings. Notify other utilities of pole transfers and removals.
8. Respond to requests for street and security lighting. Determine fixture style and location. Prepare the necessary job sheets. Maintain accurate lighting records and prepare monthly lighting reports. Review and update lighting rate schedules, policies, and specifications.
9. Perform and respond to Blue Staking for locating and marking underground power utilities for the city including after hours.
10. Perform other duties as assigned.

Knowledge, Skills and Other Characteristics:

1. Must have knowledge of the National Electric Code and National Electric Safety Code. Must have knowledge of electrical distribution centers.
2. Must have a basic knowledge of electrical formulas and theories including Ohm's Law, AC/DC power, and electrical distribution systems.
3. Must have a knowledge of computer GIS and CAD systems; Esri and AutoCAD preferred.
4. Must have a knowledge of area lighting equipment and practices, drafting, mapping, and surveying.
5. Math Skills: Requires mathematical development to be able to do practical application of fractions, percentages, ratio and proportion, practical algebra, electrical formulas, geometric construction and/or essentials of trigonometry. Should be able to follow a budget.

6. **Language Skills:** Be able to read newspapers, periodicals, journals, and manuals. Able to write business letters, summaries, and reports using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style.
Must be able to deal with various kinds of people and to communicate both verbally and in writing with good language skills. Able to solve problems and make decisions using facts and personal judgement.
7. Requires working in sometimes stressful, high-pressure situations. Regular attendance at work is expected.
8. Ability to maintain strict confidentiality concerning information learned while performing the duties of the job. Must be able to work effectively on individual or team projects.
9. Must be able to distinguish and work with colors.

Physical Requirements:

This position requires some medium physical effort. It may include frequent lifting of up to 25 pounds and occasional lifting of up to 40 pounds. Some bending, stooping and/or lifting will be required. May require significant amounts of walking or standing in all types of weather and conditions.

Education and Experience:

High School Diploma or equivalent

Must have 1–3 years full-time employment working with GIS in a drafting and design related field for an electrical engineering utility; or an equivalent combination of education and experience

Must have a knowledge of the National Electric Code and National Electric Safety Code

Must have a thorough knowledge of GIS, drafting, mapping, surveying, and mathematics including algebra and trigonometry

Required Licenses and Certifications:

Must possess a valid Utah Driver's License.

Must be able to pass a pre-employment drug screen, driving record and background checks.