



# CITY OF BANNING, CALIFORNIA

## Electric Service Planner

Job Code: 5030

FLSA      ☐ Exempt      ☒ Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs a variety of duties associated with planning and coordinating overhead line and underground electrical expansion of the City's electrical utility service.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Plans and coordinates overhead line and underground electrical expansion of the City's electrical utility service. Provides subordinate staff with electrical expertise involving the utility system. Designs efficient and cost effective electrical utility systems. Provides direction in building and maintaining a reliable electrical service to City customers.

Provides job cost estimates including material, labor, equipment overhead and administrative costs for projects. Creates drawings and maps to assist electrical crews. Completes electrical plan checks on new building projects. Inspects electrical construction performed by contractors. Meets with other utilities for joint trench and pole installations. Attends meetings with the other departments of the City to coordinate development activities.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of high and low voltage precautions and guidelines.
- Knowledge of electrical engineering, transmission and distribution theory and practice.
- Knowledge of strategic planning principles.
- Knowledge of providing electrical inspection for various projects.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in developing cost estimates for electrical projects.

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**MINIMUM QUALIFICATIONS:** An Associate's degree in Electrical Engineering or related field **AND** five (5) years of experience in electric utility operation.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and maintain a California driver license. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain licenses or certifications for overhead, underground planning and electric utility construction.