

The Holly Springs Utility Department is currently hiring for the position of Electrical Engineer.

## **ELECTRICAL ENGINEER**

### **Job Summary**

Responsible for determining electric system requirements for new and existing customers and line improvements for system growth or load changes. Prepares layout designs and working sketches for new, revised or temporary facilities; designs electric facilities for residential and commercial customers; and assists in negotiating contracts for service.

### **Duties and Responsibilities**

- Plans and lays out work to ensure timely completion of work commitments which include performing engineering design for electric distribution systems and services; obtaining rights of way; estimating costs; making cost quotations; executing required contracts; and following through until services or projects are provided or completed.
- Meets with new customers to determine electric system needs, easements, costs, and type of electric system to be installed.
- Coordinates work internally with other utility areas and externally with customers, consultants, and contractors.
- Prepares service agreements that include quoting costs and determining voltage requirements and demands.
- Prepares various forms, reports, correspondences, and/or applications necessary to perform work in certain right of ways, including railway crossings and state highway crossings.
- Field checks jobs to ensure compliance with construction schedules and priorities and with utility policies and standards.
- Responsible for surveying location of electric facilities for new and existing customers.
- Evaluates system requirements and/or makes decisions associated with line construction and/or reconductor projects that include size of conductors, fuses, regulators, capacitors, transformers, and breakers.
- Determines location and size of electric distribution utilities for reliable and efficient delivery of utility services.
- Establishes work order numbers for all jobs and account numbers for new service requests; provides crews and other appropriate personnel with copies of work orders used to track inventory and account for material usage.
- Ensures compliance with HSUD, local, state, and federal standards, requirements, and procedures.
- Develops and maintains electric system maps.
- Troubleshoots system outages, voltage complaints, and emergency outages.
- Installs volt recording, as needed, to determine system problems.

- Inspects metering installed by utility crews to ensure compliance with accepted standards and practices.
- Monitors work of right of way clearance crews.
- Assists in performing field inspections with Tennessee Valley Association (TVA).
- Investigates high bill complaints.
- Responds to questions and concerns regarding service requirements, billing, right of way maintenance, and voltage issues.
- Adheres to safety rules, regulations, and procedures.
- Meets with crew personnel to review job requirements and/or discuss job design.
- Works planned and emergency overtime on a 24/7 basis. as required.
- Performs other duties as assigned

### **Requirements/Knowledge**

Associates Degree in Electrical Engineering Technology or related field. Prefer two years of related experience including use of AutoCAD and/or GIS software. Computer skills that include Word, Excel, e-mail, Internet, and ability to troubleshoot system problems.

Experience in the design and installation of electric distribution facilities. Ability to apply technical and engineering principals of utility distribution. Ability to analyze, organize, and delegate in order to execute policies and programs. Effective communication (oral and written) interpersonal and public relations skills. Commitment to safety in all aspects of the job. Knowledge of applicable local, state, and federal laws and regulations. Ability to understand and apply city and county codes, ordinances, and regulations governing construction projects. Ability to plan and carry out multiple assignments. Project coordination experience. Ability to hire, train, and supervise staff. Valid driver's license.

TO APPLY: Please apply online at [www.hollyspringsms.gov](http://www.hollyspringsms.gov) or mail to:

City of Holly Springs, Human Resources Department, 160 S. Memphis St., Holly Springs, MS 38635.

**Holly Springs Utility Department is Equal Opportunity Employer**