

Lebanon Utilities currently has an opening for an Engineering Assistant/Staking Technician. The position, under the supervision of the Engineering Supervisor, is responsible for assisting in all engineering issues related to system planning, work order development, electric facility construction/maintenance and environmental/safety issues. In addition, responsible for all staking functions. Responsible for maintenance and operation of the SCADA system and ensuring Mapping/GIS updates.

Qualifications required:

Two- (2) year technical degree in Electrical or Civil Engineering or equivalent experience required. Strong written and verbal communication skills are necessary in order to deal with a wide range of personalities both inside and outside the organization. Working knowledge of personal computers, Auto CAD, and word processing needed. A valid Indiana driver's license required.

Summary of Essential Duties and Responsibilities:

Maintain standards for construction, and operation/maintenance of electric and telecommunications facilities. Design, route, and lay out electric distribution and service facilities including transformers in accordance with member's desires, if possible, while complying with RUS specifications, the NES, and Lebanon utilities Policies and Procedures. Prepare work orders, staking sheets, service orders, and review Mcare orders utilizing the Lebanon Utilities GIS and CIS systems. Ensure the update of system maps and records through the GIS, SCADA and work order system. Assist in securing right-of-way by preparing and obtaining easements, permits, and/or permissions. Read and understand plans, profiles, and cross sections provided by the state, county, and municipal engineers and coordinate work with their crews and contractors. Prepare estimates for new services, relocations, up-grades, temporary services, and house moves. Knowledge of computers including Microsoft word, excel, email, etc. Update computer records, paper records, and files as assigned and prepare required reports. Respond to customer and contractor questions concerning service and relocation inquiries. Operate vehicles, tools, and equipment and ensure they are in proper working condition and report on deficiencies as needed. Assist with contract specifications for outsource construction projects. Assist with outage calls, dispatch, and field patrols during major outages or other emergencies. Ensure that line materials are ordered in advance of construction for large jobs, including transformers. Assist in preparation of budgets and forecasts relating to future expenditures for electric facilities, utility vehicles, personnel, and safety and health related equipment. Maintain all safety, health and environmental records and reports related to the electric utility. Attend coordination and construction meetings with local private, city and state officials.

For a detailed job description & application please go to Lebanon-Utilities.com. Completed applications and a resume with salary history should be submitted to the attention of Human Resources 401S. Meridian St. Lebanon, IN 46052 no later than Wednesday June 19, 2019.