

Floresville Electric Light & Power System

Commercial Line Designer

Position Details

Eligible Applicants:	Internal only till 01/04/24, open to the public thereafter
Job Status:	Full Time
Pay Status:	Non-Exempt
Reports To:	Line Design Manager
Typical Schedule:	8:00 a.m. – 4:30 p.m., Monday through Friday
Open Date:	12/28/2023
Close Date:	Until Filled
Advertised Salary:	Dependent upon Qualifications

Job Summary

The purpose of this position is to provide customer service and to communicate and coordinate with the public regarding electrical requirements and needs. This is accomplished by analyzing industrial and commercial electrical needs and infrastructures; coordinating projects with all entities; utilizing and demonstrating a proficient knowledge of operating procedures and electronic equipment for designing and staking power distribution lines; meeting with customers to provide information; providing leadership as needed, distribution infrastructure construction expertise, and problem solving support for the line design department; providing customers and management with accurate and detailed information; and being the primary point of contact for industrial and commercial projects. Other duties include requesting highway permits; preparing and notarizing electrical easement documents; scheduling, screening and filing line locate requests; and filing easements in county courthouses. May work on residential line design as needed to assist the customer and department. Additional other duties may be assigned, based on organizational need.

Essential Functions

Provides customer service by listening to and ascertaining needs; provides information; coordinates between customers and other entities; serving as liaison between FELPS and neighboring utilities,

TxDOT, county commissioners, etc. Directs and guides the customer through the entire process until construction has been completed and the service is connected.

Communicates and coordinates with the public regarding electrical requirements and easement acquisition by attending and answering questions at meetings; contacts other entities as needed; provides meter and transformer pad specifications; analyzes needs and procedures for overhead and underground installations; requests underground line locates

Designs and stakes power lines by using survey equipment, GPS equipment, and line design software; working in outdoors and indoor environments; occasionally walking through heavy brush; and utilizing computer software to prepare reports for customer.

Mentors' departmental personnel by providing electrical distribution infrastructure construction and customer service expertise Estimates line costs to the customer, developer or company; and acts as inter-departmental liaison for customer services.

Minimum Preferred Qualifications

- High school diploma or equivalent
- Knowledge necessary to understand basic operational, technical, and office processes.
- Over three years up to and including five years
- Computer skills to include Microsoft Office suite, electric line design/GIS software, staking software and inventory software
- Planning and organizational skills
- Effective oral and written communication skills
- Demonstrated effective decision making and problem-solving skills
- Ability to maintain composure and commitment to work during periods of heavy workload and willing to work extra hours whenever needed
- Knowledge of the National Electric Safety Code and National Electric Code.
- Ability to work alone and respond to customer request in a timely manner.
- Valid Texas class C driver's license is required
- Able to obtain Notary License and CPR certification

Physical Demands and Working Conditions

The employee will be required to work both in an outdoor and office setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting to 50 pounds, fine dexterity, foot controls (driving), vision, hearing, and talking. Working conditions may involve extended time in variable or adverse weather conditions as well as exposure to vehicle traffic, general construction hazards, heavy equipment, and rough terrain. Post jobs offer physical, driving record, background check and drug screen required.