

Floresville Electric Light & Power System

Line Design Associate through Senior

Position Details

Eligible Applicants:	Internal/External
Job Status:	Full Time
Pay Status:	Non-Exempt
Reports To:	Line Design Supervisor
Typical Schedule:	7:00 a.m. – 3:30 p.m., Monday through Friday
Open Date:	May 08, 2026
Close Date:	Until Filled
Advertised Salary:	Depending on experience and qualifications.

Job Summary

The purpose of this position is responsible for the design of residential, commercial, industrial, and underground electric distribution facilities in support of FELPS strategic initiatives.

Essential Functions

- Meet with members, developers and contractors, consultants and government entities to discuss the process and procedures for supplying electric power. Meet as required to completion of distribution projects
- Research, acquire records, prepare and verify required overhead or URD easements
- Notarize easements as necessary per customer request
- Research to ensure customer deed information is correct and updated
- Check ROW easements. Obtain ROW permits if called for
- Obtain road crossing permits
- Assess load requirements to size correct transformer. Notify warehouse of material transformer requirements
- Notify Meter shop of CT or Trans Socket requirements
- Read and interpret blueprints and specifications
- Create designs and materials lists for overhead and underground distribution facilities
- Review as build. Correct as needed
- Draw new distribution facilities within the Staking Software

- Call locates to ensure equipment can be installed at location
- Request for vegetation clearing or trimming from Vegetation Maintenance Department
- Investigate customer complaints. Determine problem and recommend solution(s)
- Send joint use letters
- Inspect Overhead and URD line extensions
- Prepare cost estimates for new line extensions and relocations
- Oversee project(s). Ensure projects are completed to specifications on time, and within budget
- Record survey measurements and descriptive data using notes, drawings, sketches and plats

- Utilize surveying instruments such as prisms, theodolites and measuring equipment, chainsaws and assorted tools
- Coordinate with right of way, construction crews, department planners and pole contacts departments
- Interpret, adhere to and enforce the company safety policy, the Line Extension Policy and the National Electric Safety Code.

- Prepare small scale distribution design with minimal supervision
- Provide proper and routine maintenance and care for assigned vehicles and tools
- Stay abreast of advances in technology
- Demonstrate regular and prompt attendance
- Performs other related duties as necessary or assigned

- Provide proper and routine maintenance and care for assigned vehicles and assorted hand tools
- Perform cost estimates, plan material needs and follow up on progress on projects from inception to completion
- Interface regularly with contractors, engineers, developers, customers and consultants
- Provide mentoring, training and guidance to peers
- Coordinate closely with key stakeholders including members, developers, consultants, contractors, and government entities to discuss the process and procedures for supplying electric power
- Research, acquire, record and verify easement information
- Implement and manage solutions from conceptualization through planning and construction, to project completion and financial reconciliation
- Develop overall master plan for major residential and commercial project exceeding 7,000 lots total build out
- Coordinate With Pole Contracts department for installation or removal of attachments
- Evaluate environmental constraints and identify project requirements, i.e. permits, easements, aesthetics, fees, etc.
- Perform complex power system calculations: voltage drop, equipment sizing, etc.
- Interpret survey data, plan, deed information and engineered construction drawings
- Develop master system plans for future growth in large developments
- Prepare easements and exhibits, including property descriptions, record survey measurements and descriptive data using notes, drawings, sketches and plats
- Act as first contact between line construction crews and landowners regarding existing line and easements
- Generate sub-division design and system implementation
- Prepare large scale distribution design with minimal supervision
Assess load requirements for each individual project and transformer based on members need,

- **Research new material specifications and resolve basic material issues**
- **Confer with engineers, consultants and others about CIP projects due to growth and overload along with road widening projects**
- **Utilize surveying instruments such as prisms, theodolites, measuring equipment, chain saws and assorted hand tools**
- **Obtain right of way permits from various counties and state entities**
- **Read and interpret blueprints, specifications and warning labels, etc.**
- **Serve as the primary contact for the customer during the construction process**

- **Conduct construction pre and post inspections**
- **Mediate and diffuse issues involving irate members**
- **Coordinate with Vegetation Management department of ROW and easement clearing**
- **Knowledge of security, roadway, and other lighting design practices**
- **Make presentations to councils and neighborhood groups regarding overall plan and costs**
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Minimum Preferred Qualifications

- High school diploma or GED equivalent required and 1 to 5 years of directly related experience
- Directly related to work experience may substitute for education. Associate's degree in a field related to Electric utility distribution power and Four years of directly related experience (Senior Level)
- Computer skills to include Microsoft Office suite, electric line design/GIS software, staking software and inventory software
- Electric line design *preferred*
- 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 requests in a timely manner.
- Valid Texas 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 up 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 job offer physical, driving record, background check and drug screen required.

