

JOB DESCRIPTION

JOB TITLE:	Engineer I/II	COMPANY:	CNG
JOB CODE:	CGE255/CGE275	FLSA STATUS:	<input checked="" type="checkbox"/> Exempt
GRADE:	36/37		<input type="checkbox"/> Non-Exempt
DEPARTMENT:	Engineering Services	SUPERVISOR STATUS	<input type="checkbox"/> Supervisor
WORK LOCATION:	General Office		<input checked="" type="checkbox"/> Non Supervisor
REPORTS TO:	Dir, Construction Services & Gas Measurement	DATE ISSUED / REVISED:	9/10/13

GENERAL SUMMARY

Responsible for placing safety as #1 priority in day to day work routine for self and others. Responsible for the preparation and project coordination of engineering designs, economic justification and installation of gas distribution systems, and specifications for various projects using basic engineering principles and practices.

Effectively works and interacts with regional and field operations. Performs studies and related activities. Provides support to engineering staff as needed.

Level I Applies basic engineering techniques for entry-level assignments with review and guidance from a higher level.

Level II Applies standard engineering methods and techniques to solve problems; moderate guidance and direction is provided and work is normally reviewed from a high level.

ESENTIAL JOB FUNCTIONS

1. Manages placement of pressure recording devices and review of system pressure data to effectively monitor system capacity and ensure compliance with State and Federal codes and company policy.
2. Prepares feasibility studies and engineering design of distribution extensions, while assuring proper installation of equipment.
3. Identifies and plans required system reinforcement to ensure continued natural gas service to all customers during peak demand period.
4. Provides engineering designs, specifications, support service, cost estimates and project management for natural gas construction projects and other projects of technical nature.
5. Creates and updates technical company procedures to ensure compliance with State and Federal codes. Reviews codes, standards and recommended practices and apply requirements to company operation.
6. May develop and oversee company emergency plans.
7. Prepares construction authorizations, maps, forms, permits, and other documents relating to construction and maintenance of projects and equipment. Prepares work orders and purchase orders as needed.
8. Recommends changes to policies, practices, standards, and procedures that may enhance efficiency, reliability, or safety.
9. Provides technical support to Gas Measurement, District, and Field Operations personnel.
10. Maintains knowledge of industry standards and Code of Federal Regulations, Title 49, Parts 192 and 193.
11. Performs other tasks and special projects as assigned.

JOB CRITERIA

MINIMUM QUALIFICATIONS

Must possess a Bachelor's degree in engineering (Mechanical, Civil or Electrical) along with an EIT (Engineering in Training) Certificate. Additionally, Level II requires two years related work experience.

KEY SKILLS AND COMPETENCIES

- Ability to apply engineering principles to the development and design of a natural gas system.
- Strong technical writing and verbal communication skills.
- Must be able to effectively communicate, correspond and interact with senior staff/management and field personnel.
- Excellent organizational and analytical skills.
- Able to take the initiative to perform tasks to enhance department productivity.

- Strong customer service skills and ability to provide effective and timely information.
- Self-motivated and able to work effectively both independently and in a team environment.
- Proficient in the use of Microsoft applications.

OTHER REQUIREMENT

- Moderate travel within service territory.
- Required to maintain a valid driver's license.

PREFERRED QUALIFICATIONS

- Prior engineering experience in natural gas utility.
- Training and proficiency in business application software such as SynerGEE Gas Modeling, CAD, surveying principles, and J.D. Edwards.