

## *Lehi City* Job Description



<b>Title:</b>	<b>Draftsman</b>	<b>Code:</b>
<b>Department:</b>	Power	<b>Last Revised:</b> 3/22/23
<b>Division:</b>	Planning/Engineering	<b>Effective Date:</b>

### GENERAL PURPOSE

Performs a variety of professional functions related to implementation of key department programs within the Planning Division of the Power Department. Assists with the analysis, design, mapping, and manages less complex projects. coordination of the power system layout for all residential and commercial development within the Lehi City power system.

### SUPERVISION RECEIVED

Works under the general supervision of the Planning/Engineering Manager.

### ESSENTIAL FUNCTIONS

Under the direction of the Planning/Engineering Manager, manages the implementation of new programs and technology along with the operation of the electrical systems within the city. Work involves Mapping, Designs, and managing less complex projects. Updates maps and creates construction drawings using computer aided drafting equipment. Responsible for documenting information including field changes, project updates, and inspection work.

Responsible for overseeing the successful completion of assigned projects. General responsibility for the creation and execution of plans and procedures for projects. This includes managing any relevant employees as well as communicating with Power department administration about the state of the project and adjusting it if necessary to meet changing requirements.

Coordinates with architects, engineers, developers and contractors regarding proper design and installation of all power department related projects; May serve as city representative to coordinate with agencies, contractors, or the public to evaluate and resolve project related problems. Investigates problems and complaints and proposes solutions under the supervision of the Planning and Engineering manager.

Prepares project material specifications for design and construction of Power related projects. Assists the department director in budget preparation; represents power department in various technical meetings upon request of the Power Director.

Additionally designs power layouts for all new commercial and residential developments; reviews, checks for accuracy, makes revisions, approves project plans and contracts; organizes planning projects; prepares cost estimates of infrastructure for bonding and recording of all developments; review plans for new developments within the city and provides input regarding power issues as part of the development review committee to be review by the Planning Commission and City Council; update and enforce the power section of the Lehi City Design Standards.

Participate with Power Field Supervisors (crew foremen) to identify issues or problems from field observations, make recommendations and conduct general technical analysis of operations to anticipate and prevent line problems such as overload or equipment failure, conductor sizing, switches, fuses, substation reclosures. Performs basic electrical engineering calculations to determine transformer, conductor, and other electrical equipment sizing.

Drafts and designs plans for Power department projects using topographical profiles, related maps, and charts. Plots maps and charts illustrating field and calculated engineering data and designs. Calculates field quantities, measurements, and property descriptions and determines specifications according to standard accepted engineering principles and city standards.

Prepares drawings using computer software. Operates computer hardware and software, plotter, lettering equipment, reproduction machines, calculators, GPS, and related equipment.

Other duties and assignments as requested or directed.

## MINIMUM QUALIFICATIONS

### **Education/ experience:**

- Bachelor's degree from an accredited college in Project management, Construction Management, **or** closely related field.
- A minimum of two (2) years full-time progressively responsible paid work experience sufficient to demonstrate possession of the knowledge and skills listed for this position.

### **Preference given to the following,**

- Licensed electrician for the state of Utah or licensed in a state recognizing Utah as a reciprocating state

### **Required Knowledge, Skills, and Abilities:**

Knowledge of power line design and construction techniques; commercial, residential, underground and overhead Electrical Codes, particularly the National Electrical Safety Code (NESC) and the National Electrical Code (NEC); Lehi City Design and Development Standards; and GIS Systems; underground and overhead distribution design; transmission systems and design; electrical systems and power flows and electrical equipment.

knowledge of basic A.C. electrical theory including load calculations, wire sizing, fusing, principles of supervision; organizational communication, design, and motivation techniques; business and technical writing.

Knowledge of Bluebeam, and Microsoft Office; Technical writing and proficiency in reading, reviewing, and editing technical documents; Modern techniques, terminology, principles, and practices of engineering design as applied to the Power Department.

## WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Some or potential exposure to adverse weather conditions in all seasons, fumes, chemicals, energized electrical equipment, power plant noise, construction traffic and construction sites; interaction with other employees, government, private business, vendors, and contractors; job deadlines and performance stress.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description.  
(Employee)

Date: \_\_\_\_\_