

MERCED IRRIGATION DISTRICT
ENERGY SPECIALIST - ENERGY RESOURCES

FLSA Status – Non Exempt
Unrepresented

DEFINITION:

Under the general direction of the MANAGER OF ENGINEERING & OPERATIONS, perform a variety of office and field services to provide direct customer assistance on matters related power quality: such as voltage anomalies, harmonics and other factors that are or may impact the customers' or the District's operations. Act as the District's Power Theft Investigator, which includes advising the District on obtaining the expertise and equipment necessary to discover and handle power theft, training other District staff in handling power theft, investigating power theft, serving as the District's liaison to other departments and outside agencies, including but not limited to MID legal counsel, law enforcement, and court officials on power theft issues.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Perform field visits to; a) analyze and assist customers and District staff in determining the source of power quality problems affecting the customer and/or District's system, and b) to investigate, assess, and document power theft and possible power theft incidences.
- Perform highly specialized power quality and power theft services including use of technology such as advanced power analyzers and recorders, infrared and ultrasonic scanning, check meters, tap detectors, and other related devices.
- Interpret various data sources to provide District staff, and often customers and outside agencies, with information and analysis regarding power quality and power theft incidences.
- Utilize computer spreadsheet, word processing, database, and various other software applications to analyze power quality and power theft issues and to keep statistics and produce reports.
- Provide training and technical support to Energy's Operations and Maintenance and other District personnel on matters of power quality and power theft.
- Prepare complex written reports and presentations for in-house and/or public use.
- Provide technical support to MID engineering and other departments' staff on an as needed basis or as directed by MID management.
- Represent the District in the community and at professional meetings as required. This may include presenting information on behalf of District and reporting back to management.
- Conduct site visits as required.
- Comply with and enforce all District rules, regulations, policies and procedures.
- Perform data and trend analysis with large databases in spreadsheet and/or graphical form.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would likely provide the required skills and abilities is qualifying. A typical way to obtain the skills and abilities would be:

Education:

Usually exhibited by a person with a minimum of a Bachelor's degree from an accredited college or university with major coursework in a technical or related field. Five or more years of work experience in this specialized field may substitute.

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Experience:

- Knowledge of engineering production, and software programing including MS Office Suite and AutoCAD or other engineering analysis software.

Ability to:

- Work closely with all MID Engineering and Operations, Customer Service Department staff and management, constituents, consultants, contractors, other governmental agency representatives and the general public.
- Analyze voltage, current, and energy data in tabular (spreadsheets) or graphical form, in order to identify patterns or trends related to energy theft.
- Effectively utilize various engineering software associated with spreadsheets, word processing and other typical office software programs.
- Write software subroutines, code, and Excel macros.
- Interact effectively with City and County governments serving MID's best interests.
- Must demonstrate excellent customer service skills.
- Must have ability to communicate clearly and concisely, both orally and in writing.
- Must have ability to work well with other District employees in a supportive role. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Testify in a clear, convincing and effective manner.
- Independently solve problems and make recommendations regarding the incorporation of standards, procedures, and policies to best serve District constituents.
- Work independently with minimum of supervision and prioritize workload to complete projects in a timely manner.
- Provide prompt and proper response to public concerns and complaints.
- Communicate effectively both orally and in writing with customers, coworkers and outside entities.
- Handle confidential information appropriately and professionally.
- Build consensus with the public, be it on a cooperative project or District standard enforcement.
- Apply common sense based on best engineering practices in resolving nonstandard situations, and field adjustments.
- Learn new computer engineering software when the need arises.
- Multitask and manage various projects by priority.

Knowledge of:

- Basic electrical engineering practices related to electric transmission, generation, distribution, and substations.
- Analog and microprocessor based electric power metering. Automated Metering Infrastructure and communication networks.
- Have a thorough understanding of PC computer systems and Microsoft software including, but not limited to Word, Excel, Project, PowerPoint and Access.
- Design, develop and modification of software systems.
- Research and analysis methodologies.
- Technical Report Preparation.

Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 30% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office and field environment.

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret local, state, federal, agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.
- Deliver refined customer service.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.