



TULLAHOMA UTILITIES AUTHORITY

Electricity, Water, Wastewater
Television, Internet, Telephone

901 S. Jackson St.
Tullahoma, TN 37388

931-455-4515

www.tub.net



Title: Engineering Associate
Reports to: Vice President, Electric & Fiber Systems
Department: Electric & Fiber
Deadline to apply: Friday, September 28, 2018

Position Overview:

This job will involve learning the skills and methods required in the design and maintenance of electric and fiber distribution systems, and work under the general direction of the Engineering Supervisor. Specific responsibilities will include:

Summary of Primary Duties and Responsibilities:

Engineering Communication & Organizational Responsibilities

- Provides engineering support for both internal and external customers
- Organizes engineering drawing and develop retention policy
- Works with Access and SQL databases to track and record engineering activity
- Coordinates outside correspondence with customers and contractors
- Occasionally supervise part time help if required
- Meets with customers as needed

Electric/Fiber Line Design

- Writes work orders for new services
- Meets with customers to design and specify security lights
- Designs distribution system for underground subdivisions
- Designs and drafts work orders for system rebuilds and primary extensions.
- Creates detailed material lists for engineering work orders
- Works with Plant Accountant to ensure work order accuracy
- Works with ESRI GIS system and Milsoft engineering software
- Calculates voltage drop, service flicker, and equipment loading.
- Works with fiber department to design build-out backbone fiber
- Understanding of National Electric Safety Code
- Working knowledge of National Electric Code

Other Electric Department Responsibilities

- Coordination of the pole testing program.
- Maintains transformer records
- Specification and programming of three phase meters
- Maintenance and troubleshooting of traffic signals

Requirements for Consideration:

- Completed or close to completion of two-year degree in engineering or similar field, or comparable experience
- 3+ years' work experience, some experience with computers is preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures. Ability to speak English effectively before groups of customers or employees of this organization.
- Ability to calculate with high accuracy
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete and variable situations.
- Ability to work seated in office environment for duration of day.
- Ability to obtain and maintain valid Tennessee driver's license

Professional Characteristics Desired:

- Prior utility design experience.
- Experience working with GIS and facilities management software
- Ability to set and follow priorities; good use of organizational skills.
- Ability and desire to work in a team environment, as well as individually.
- Ability to effectively interact with immediate supervisor, peers, and customers.
- Ability to maintain confidentiality with all business data
- Ability to operate various office equipment, telephone system, and radio dispatching, if necessary.

Physical Capabilities for this working environment:

Normal (non-smoking) office environment, with moderate noise. Frequently required to talk, sit, use hands to enter data and write. Frequently required to walk, reach with hands and arms; stoop, kneel; climb or balance in order to navigate job sites and construction areas. Must occasionally lift and/or move up to 50 pounds when assisting members with products offered through services provided by the company. Specific vision abilities required include close vision, and ability to focus to determine accurate data entry and a personal computer terminal. Strong vocal clarity to ensure accurate telephone and radio communications. Ability to drive to different job sites or public buildings to meet customers and design facilities.

Random drug testing:

Is required to submit to a random Drug and Alcohol Test per company policy; if required.

Comments:

This job description is not intended to be all inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. TUB reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

FLSA STATUS :

Non-Exempt

COMPENSATION :

Hourly rate; Bi-monthly; Pay rate varies with experience

This is a full-time position with excellent benefits. Normal hours are 7:30 a.m. to 4:30 p.m. Monday thru Friday. Possible after hours during emergencies. Must have at least a high school education, be familiar with computers, and live within 20 minutes of the service center by car. Preference given to applicants living in our service area.

Other Details:

TUA is a progressive municipal utility, providing electricity, water, wastewater, cable television, gigabit internet, and telephone to a community of approximately 20,000 residents. TUA employs 82 personnel and operates with a \$50 million budget.

TUA offers excellent benefits including:

- Health insurance (100% paid for employee, 75% paid for family)
- Dental insurance (100% paid for employee)
- Life insurance (100% paid for employee at 4X salary)
- Long term disability insurance (100% paid for employee)
- Employee uniforms (100% paid for employee)
- Tuition reimbursement (up to 100% paid for employee)
- Defined contribution retirement (company contributes 12% of salary)

Candidate will be required to submit to a physical examination, pre-employment drug testing, and a background examination. TUA is a drug free workplace and an equal opportunity employer, and employee will be subject to random Drug and Alcohol Tests per company policy.

To apply, please pick an application at: 901 S. Jackson St. Tullahoma, TN 37388 between the hours of 7:30 AM and 4:30 PM, weekdays. Applications will be accepted through Friday, September 28, 2018.