

Revised 12/12/91

**CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska**

POSITION DESCRIPTION

DESIGNER I - GRADE 8

I. SUMMARY

This is an entry level designer training position. A pre-established training and orientation work program is created for this position with assignments in various areas of entry level design directed towards qualifying this individual for eligibility in a higher classification. This position is not intended to perform comprehensive independent design work which is normally performed by higher classifications. All work in this position is carried out in consultation with a design manager or designer in a higher classification. Decisions are not considered final until reviewed by a supervisor.

At the end of a twelve month period, this position will be eligible to take a proficiency exam to advance to the Grade 9 (DESIGNER II) status.

II. REPORTING RELATIONSHIP

- A. Reports To: Designated Manager
- B. Directs: Directs none

III. REPRESENTATIVE DUTIES

- A. Participates in a prescribed entry level designer training program formulated to ensure the trainee obtains exposure and hands-on training in all basic aspects of that work which is performed regularly by a Designer II.
- B. Assists designers in higher classifications.
- C. Prepares preliminary designs of a training nature under the direction of a designer in a higher classification or a design manager.
- D. Obtains utility conflict documentation related to job training.
- E. Drafts preliminary construction drawings related to job training.

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- F. Proofs grid map posting.
- G. Performs data collection/entry related to job training.
- H. Participates in field observation of operating, maintenance and construction related practices.
- I. Participates in introductory orientation leading to proficiency in work order procedures, Chugach operating procedures, materials management, purchasing, utilization of drafting support, utilization of survey field data and working with Member Services the Dispatch Center and working with the Operations Division.
- J. Performs other related duties as assigned.

IV. RELATIONSHIPS

A. Internal

- 1. Designated manager: Reports to and receives work assignments and direction. Informs manager of progress in work assignment areas.
- 2. Higher level designers within the department: Works with when assigned, receives requests and provides assistance, exchanges information as required.
- 3. Other Engineering employees, managers and/or supervisors: Responds to inquiries and provides information.
- 4. Other department/division managers and/or supervisors: Responds to inquiries and provides information.
- 5. Employees of other departments/divisions: Responds to inquiries and provides information.

B. External

- 1. Chugach consumers: Responds to inquiries and provides information in conjunction with design responsibilities.

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2. **Municipal, State or Federal Agencies:** Works with to coordinate design or permit-related matters associated with training program work assignments.
3. **Other Utilities:** Works with to coordinate design-related matters associated with training program work assignments.

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Reviewed by:

W. F. May Jr
Manager, Distribution Improvements
Design

Date: 1/13/92

W. J. Mason
Director, Engineering

Date: 12/12/91

Mary Tesch
Manager, Employee Relations

Date: 1-13-92

Approved by:

Classification Committee

Date: 12/12/91

W. J. Mason

R. K. Vecera

Robert Pool

Christina J. Buena

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JOB QUALIFICATIONS

DESIGNER I - GRADE 8

**EDUCATION
AND EXPERIENCE:**

Documented completion of fifteen (15) semester equivalent credit hours towards a Bachelor of Science Degree in Engineering or Engineering Science and two years work experience in utility mapping, construction drafting, surveying, engineering or construction-related work.

OR:

High School diploma or equivalent and three years of documented progressively more responsible work experience in utility mapping, construction drafting, surveying, engineering or construction related work.

KNOWLEDGE:

Requires some knowledge of distribution engineering design and construction techniques and related construction material and equipment related to electric utility subtransmission and/or distribution facilities. Requires some knowledge of National Electric Safety Code and Rural Electrification Administration design and construction practices. Knowledge of computer database and spreadsheet software, project planning and project estimating is desirable.

**ABILITIES
AND SKILLS:**

Must possess excellent verbal and written communication skills. Demonstrated ability to perform mathematical calculations consistent with level of work responsibility under this position description. Must have the ability to physically access rough terrain project site locations without the use of motor operated equipment.

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**WORKING
CONDITIONS:**

Design work will normally be performed in a standard office environment. Field work in all types of weather conditions will also be required. Some out-of-town work may also be required. Must possess valid Alaska driver's license. Some overtime may be required.

Reviewed by:

Wm. P. Nay, Jr.
Manager, Distribution Improvements
Design

Date: 1/13/92

W. J. Man
Director, Engineering

Date: 12/12/91

Mary Tesch
Manager, Employee Relations

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