



Job Description

Potelco Inc., A Quanta Services Company

Date Prepared	August 24, 2017	FLSA Status: H
Position	GIS/CADD Designer I	
Department/Division	Oregon Operations Department – PGE	
Reports To	Dave Hawthorne	Job Category: in process

This document is intended to describe the general nature and level of work being performed and is not an exhaustive list of all duties, responsibilities and skills required of the position. Role is inclusive of existing and developed processes, procedures, and guidelines.

Purpose/ Overview
Provide drafting services based on client standards and requirements.

Duties <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</i>	% Of Time
Utilize the utility’s internal computer programs for job task completion, required submittal forms, material entry and working in GIS & CADD mapping environments	20% - 30%
Convert preliminary designs for facility replacement and system upgrades to standardized mapping products. Work areas mapped will be small: 1-4 Work Locations. Larger work areas as experience grows.	60% - 80%
Drafting of utility designs as overseen by a Distribution engineer. This position will include knowledge of voltage regulation, electrical load calculations, system protection, and fuse coordination for distribution systems.	100% - 100%
Participate in regular training on process updates	5% - 10%

Impact of Position <i>(Use some of the following examples to assess position’s impact on the Company)</i>	Description
Level in organization (corporate/regional/divisional/departmental)	Regional-departmental
Number of employees supervised	NA
Budget	NA
Revenue	NA
Cost/ Risk Reduction impact	Evaluate and report any non-standard safety issues as related to PGE equipment

Resources/ Assets	NA
Safety responsibility	All applicable safety regulations including PPE must be followed.
Autonomy of decision-making	Low
Primary work relationships within the organization	Internal and external personnel, managers and utility clientele

Working Conditions
(Describe working conditions that impact the job-including physical requirements or conditions)

While performing the duties of this job, the employee will work in a professional office environment. The employee will be required to regularly sit, talk or stand and be able to lift up to **25** pounds. Frequent use of computers and related equipment is required. Vision requirements include: close vision. Travel to field locations via automobile will be necessary and exposure to outdoor conditions. Occasionally meetings conferences is required.

Qualifications/ Competencies
The requirements listed below are representative of the knowledge, skills, and abilities required to perform the job.

Education/Experience –

- Associate Degree or certificate program from an accredited educational institution is preferred. Related experience and/or training in lieu of education or equivalent combination of education and experience.
- Ability to analyze, and interpret general business periodicals and information, journals, technical procedures and data. Ability to write business correspondence and communicate effectively. Ability to effectively present information and respond to questions from other managers, clients, customers, and local permitting agencies.
- **Knowledge of Construction Related Documents** – Ability to read and interpret utility mapping systems and civil construction drawings.
- **Math Ability** – Ability to calculate figures and amounts such as those commonly found in business transactions. Ability to create and explain financial models and forecasts. Ability to apply basic algebra, geometry and engineering principals may be necessary.
- **Reasoning Ability** – Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer/Technical Skills** – Word processing, spreadsheets, data base management, email and other specialized software applications utilized daily. GIS software experience required. PLS CADD experience favored
- **Other Competencies/Characteristics** – The ability to be flexible, highly organized with a strong orientation to detail/quality work, strong interpersonal and speaking skills are required. Possess the ability to influence others.
- **Valid Driver’s License and safe driving record is required**

Prepared By: Dave Hawthorne	Employee Name
Approved: John Gower	
Approved: Mark Soetenga	
Approved:	