

**SACRAMENTO MUNICIPAL UTILITY DISTRICT  
PAS POSITION DESCRIPTION UPDATE PROJECT  
INSTRUCTIONS FOR DRAFT DESCRIPTION REVIEW**

**PAS DESCRIPTION UPDATE PROJECT:** The purpose of the PAS Description Update Project is to standardize the existing format and content of the PAS descriptions; to describe the key responsibilities and related expected results for each position; and to provide clearer and more descriptive information about each position's requirements.

Please review the draft PAS Position Description (PD) attached to this set of instructions. The position numbers allocated to this position are listed on the top of page one of the draft PD so you should review this PD for its applicability to all the positions listed.

In reviewing and revising the PD, consider the position as it currently exists.

**Please DO NOT DELETE any of the text on the draft.** You may make revisions directly to the text by underlining text that you recommend be removed and USING CAPS TO INDICATE TEXT THAT YOU SUGGEST BE ADDED to the description.

The **red text** contains standardized, uniform language approved by the District for all positions at comparable levels. **DO NOT MODIFY ANY OF THE RED TEXT.** If you disagree with any of the red text descriptions, please explain in the "Supervisor's/Manager's Comments" section on the last page of the PD.

**PLEASE NOTE: BECAUSE THIS DOCUMENT'S FILENAME CONTAINS IMPORTANT INFORMATION FOR TRACKING, PLEASE DO NOT ALTER THIS FILENAME IN ANY WAY.**

The PD has been drafted to answer the following questions:

- What is the **purpose** of the position?
- **Why** is the position important to the District?
- What are the **essential functions**/duties performed by the position?
- What are the **results** expected from the position?
- What **minimum qualifications** of background, knowledge, skills, education, experience and/or training are required in order to perform the position satisfactorily? *(Please note that the **minimum qualifications** required may be noticeably less than the background, knowledge, skills, experience or training that current incumbent(s) had when they assumed the position or that they have now.)*

In conducting your review, you are encouraged to utilize your staffing resources (whether it is incumbents in the position or your support staff) as well as your business unit's assigned HR Analyst (see the HR website "Your HR Support Team" for details). In addition, you may contact the consultants working on this Project at Dembrowsky and Associates, Inc. by emailing us at [PASJOBS@DEMBROWSKY.COM](mailto:PASJOBS@DEMBROWSKY.COM).

An explanation of each of the main sections of the PD follows.

**Position Purpose:** This is a **two-part** statement that states succinctly **why** the position is important to the District and **what** it is expected to achieve. It forms a brief but very informative summary of the position and its relationship to the District's mission. Although this description does not provide detail about the position, it places its role in perspective within the body of District positions.

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**Nature and Scope:** This is a standard language statement (**therefore it is in red text and should not be revised**) describing the position's level within the District (ranging from entry-level professional through unit supervisor). (**If you find that the Nature and Scope description is inappropriate to the position's level, please explain under "Supervisor's/Manager's Comments".**)

**Essential Functions/Duties and Expected Results:** The core of the PD is devoted to statements that describe the broad responsibilities (or functions) and related duties as well as the results that the position is expected to achieve.

The **Essential Function** statements describe the **major roles** that the PAS position serves within the District that are fairly stable and consistent from year to year. The Essential Functions are not a list of tasks, but rather statements describing the major responsibilities and duties of the PAS position.

The **Expected Result** statements follow each Essential Function, begin with the word "To" and describe **what the position is supposed to achieve** when the Essential Function is successfully performed. It should be clear from the expected results statements, why the Essential Function is performed.

Each Essential Function/Duty and its related Results statement create a pair of very important descriptions about the position. All of them together should cover the important and necessary aspects of the position.

Where applicable, standard language statements for supervisory, project management and budgetary responsibilities are included in **red text and therefore should not be revised**. **If you find any of these descriptions to be inappropriate to the position's level, please explain under "Supervisor's/Manager's Comments".**)

**Minimum Qualifications (MQs):** These provide an overview of what qualifications are **necessary** to be hired into the PAS position. The Minimum Qualification categories covered include: **Knowledge, Skill, Experience, Licenses and Certifications**. Please review the qualifications that an incumbent **must have** to satisfactorily perform the essential functions and duties upon being hired into the PAS position. These MQs should **NOT** list the personal qualifications of current or previous incumbents; but rather, identify the minimum set of knowledge, skills, licenses/certifications (if necessary) and experience. The minimum qualifications must be consistent with the essential duties and expected results described.

**Knowledge** is a body of information applied directly to the performance of a function/duty. Some of the statements are standard language statements referencing common areas of knowledge for PAS positions across the District (such as "knowledge of standard operating procedures for modern office equipment") and some are very specific to the position (such as, "knowledge of engineering design principles", "knowledge of methods and techniques for training staff").

**Skill** is the potential to competently perform an observable duty and usually results in an observable product (e.g., "prepare clear and concise reports.") Again, some of the statements are standard language and others are specific to the position. **If you add Skill statements, please begin each with a verb.**

**Experience:** Indicates the typical minimum years of relevant work experience required. The PDs use standard ranges of experience (no work experience, up to 1 year, 1 to 3 years, 4 to 6 years, 7 to 9 years, or 10 or more years).

**Licenses and Certifications:** List **licenses, registrations and/or certifications REQUIRED** in order for someone to be hired into the position. For most PAS positions, the response is "None".

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**Desirable Qualifications:** The desired minimum level of formal **Education** or training from an accredited school, college or university is described, along with the area(s) of specialty. If an education level is required (such as a law degree for an attorney) it is listed under the **Minimum Qualification** section.

**Physical Requirements:** The same standard language statement for all PAS positions is provided. Please do not amend this statement.

**Date Written:** Indicates when the draft PD was drafted. This date will be adjusted to reflect the dates of future revisions.

**Consultant's Comments:** Questions and requests for further clarification from the consultant will be written here.

**Supervisor's/Manager's Comments:** If you disagree with the Nature and Scope level statement or any of the red text Essential Function/Duty and Expected Results statements, please explain. Also, you may provide any other information on the PAS position that you think would be helpful in understanding it.

**Thank you for your assistance. Please review your revisions, save the file for your records, then send this file via email to [PASJOBS@DEMBROWSKY.COM](mailto:PASJOBS@DEMBROWSKY.COM). Based on revisions to this draft that you may suggest, we will then prepare the final document that will be accessible electronically to you and others via your SAP and related systems.**

# **SACRAMENTO MUNICIPAL UTILITY DISTRICT EXEMPT POSITION DESCRIPTION**

## **Prin Distrib Design Engr**

<b>Job Code:</b> 50051866	<b>Position No:</b> 50091875, 50052794, 50052797, 50052945
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### **POSITION PURPOSE**

To direct and lead projects of a significant and complex nature where an expert level of technical knowledge and expertise is required to design distribution and transmission facilities including the development of design standards, work methods and procedures, training programs, and the development and revision of District policy, rates, rules, regulations and programs to ensure compliance with District and all other relevant safety and engineering codes, laws and regulations.

### **NATURE AND SCOPE OF THE POSITION**

Serves as a technical or functional expert or consultant providing expertise and/or direction in one or more areas of a professional discipline and assumes responsibility for resolving complex problems and overseeing complex projects. May also serve in a Lead role and assist in planning, coordinating, prioritizing, monitoring and evaluating the work results in assigned area and in selecting, training, motivating, evaluating and developing lower-level personnel.

### **ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS**

In addition to the functions/duties performed by the Senior Distribution Design Engineer, work may include, but is not limited to the following:

1. Directs and leads utility system projects such as power generation projects, substation projects, transmission and distribution projects of a very large, complex, difficult, standard or non-standard nature, by planning, directing, coordinating, and overseeing project design, analysis, study, construction and equipment installation; by directing, preparing, and/or overseeing the preparation of, standards, layout and construction drawings, equipment specifications, and design procedures; by preparing, or directing, overseeing and reporting the results of, load forecasts and analyses, system expansion studies, and other power system studies, analyses and calculations; and by reviewing and/or developing project schedules and budgets.

To address and resolve issues with significant ramifications to distribution services and the District.

2. Contributes to the establishment of general operating procedures, guidelines, and operating manuals for system facilities including substations, transmission and distribution, and power generation, by formulating, preparing, or overseeing the preparation of, those procedures and documents and making recommendations to appropriate District authority.

To ensure that operating procedures, guidelines, and operating manuals are current and effective relative to the operation and maintenance of system facilities and equipment.

3. Maintains contact with and represents the District to internal and external groups and committees: provides technical representation and guidance to various civil regulatory agencies in matters affecting District policies, programs and practices related to distribution and transmission design; prepare or directs and oversees the preparation of necessary reports to regulatory agencies; and provides information and expertise for the development of industry guidelines and design and application standards to technical and professional engineering committees such as ANSI, IEEE, and regulatory commissions.

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To ensure that the District is represented in technical discussions with city, county, state and federal regulatory agencies, and in professional organizations developing industry guidelines and standards for electrical safety, distribution design, and/or materials manufacture and application.

4. Contributes to the construction and operational safety of District facilities by reviewing District safety practices and history and recommending changes to facility design and construction.

To improve safety and ensure adherence to applicable codes and regulations.

5. Performs a variety of other related functions/duties such as the following: Performs technical and economic analysis of projected revisions to District rates, rules, regulations, and billing practices; develops equipment specifications and related costs for special facilities agreements for large and critical customers with unique service requirements; reviews contracted and in-house designs for reliability, stability, utility, quality, safety, cost effectiveness, operability and maintainability; presents work progress reports, unique design proposals and significant change proposals to District executives and the Board of Directors; audits completed sub-station design work and customer satisfaction with it.

To facilitate the accomplishment and performance effectiveness of job responsibilities and objectives.

6. Plans, coordinates, prioritizes, monitors, and guides work activities with work-unit employees to meet established task objectives and deadlines by following established policies and precedents; communicating with team members and incorporating their input to processes and techniques; providing staff training; promoting staff safety and a safe work environment; assisting in selecting and orienting new personnel; assisting in evaluating work performance results; participating as a team member in accomplishing objectives; and referring problems to supervision where solutions are not readily achievable.

To provide leadership and participate in assigned tasks of a work unit in order to meet defined unit goals and schedules and comply with District schedule, quality, quantity, safety and performance standards.

7. Assists in administering the department budget by participating in planning, monitoring and revising schedules, work plans, expenditures and assignments.

To support the achievement of unit objectives in a fiscally responsible manner.

8. Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

**Knowledge of:** safety policies, practices and procedures; standard operating procedures for modern office equipment including a computer and applicable software; English grammar, punctuation and vocabulary standards; principles, procedures and practices related to distribution overhead and underground line design including statics, strength of materials, sag and tension, pulling tensions, etc; specialized equipment, including distribution line and transmission/distribution sub-station equipment and materials; principles, procedures and practices related to the design basis for distribution line, distribution and transmission sub-station design elements, components and hardware; principles, procedures and practices related to electrical power engineering including circuit analysis, electrical equipment design, short circuit calculations, grounding, protective relaying and power system analysis; federal, state and local laws, codes and regulations governing safety standards, codes, and utility practices utilized in the design of distribution system lines including transmission sub-stations; principles, procedures and practices related to the manufacturing processes of electrical equipment and components including welding, rubber/fiberglass/plastic extruding, metal fabrication and assembly; applicable industry standards such as ANSI, IEEE, NEMA, ICEA, ASTM, ISO 9000, ISO 9001 AND ISO 9002; District policies, procedures, applicable MOUs and other special agreements; concepts related to evaluating and recording performance results; methods and techniques for planning, organizing and overseeing work activities; methods and techniques for training staff; practices for delegating, assigning and reviewing work assignments; techniques and concepts related to teamwork; techniques for exercising leadership and authority; methods and techniques for report preparation and writing; techniques and practices for negotiating; techniques and strategies for public speaking; techniques related to

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customer relations; concepts for cost control and project scheduling; performance management techniques related to Project Management; principles and practices for contract management; procedures and practices for cost control and project scheduling; procedures and practices for monitoring and managing projects; procedures and practices for overseeing contractor's/consultant's work activities; procedures and practices for project budget management; project management software systems; principles and practices of economic analyses of projects and programs; principles and practices of program evaluation; principles and practices of various analytical approaches; techniques and practices for cost benefit analyses.

**Skill to:** utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally; establish and maintain effective working relationships internally/externally; develop new and revised policies and procedures to provide for the effective operation of the unit; establish and maintain working relationships internally/externally; interact with others to influence and motivate; interpret District policies, procedures, applicable MOUs and/or other special agreements; oversee adherence to safety policies and procedures; plan, oversee and review the work of others; provide input to performance evaluations for the work of others; compile and prepare technical, statistical and/or analytical reports and presentations; develop and conduct oral presentations to internal/external audiences; reconcile significant and/or controversial differences to bring interested parties to consensus; evaluate and resolve complex technical or management issues; monitor and manage projects; negotiate with internal and external management on projects; plan, organize, prioritize and schedule projects; analyze complex issues and develop/implement resolution alternatives; analyze situations, documents and data for conformance to established policy and procedures; apply applicable laws, codes and regulations; appraise situations and people accurately and adopt an effective course of action; develop approaches for implementing an idea; develop creative ways to solve a problem; develop general rules or conclusions based on problems and logically substantiate recommendations and/or explanations; evaluate and resolve complex technical issues; gather data from appropriate sources and identify relevant factors; generate a number of viable alternatives to problems; identify significant organizational issues, concerns and needs and develop strategies for rectifying them; identify the key elements that must be modified to achieve a goal; interpret, analyze and apply pertinent policies, procedures, regulations and requirements; interpret, clarify, understand and analyze verbal/written information and ideas; organize highly complex and conflicting data in a readily understandable manner for various audiences; prepare a business case to weigh the relative costs and benefits of a potential action; research, analyze and provide recommendations to achieve department objectives; utilize logic and analysis to identify the advantages and disadvantages of different approaches; weigh the relative costs and benefits of a potential action; assist in budget preparation and administration; follow and ensure that others follow safety policies, practices and procedures; interact with others to influence, motivate and challenge; prepare financial statements and/or reports; read and interpret plans, diagrams and specifications; schedule and prioritize own work assignments to meet expected timeframes; serve as reference person for other employees.

**Experience:** 7 to10 years of progressively responsible relevant work experience in the design of electrical distribution facilities including distribution and transmission sub-stations.

### **LICENSES OR CERTIFICATES:**

None

### **DESIRABLE QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university majoring in Electrical Engineering or related field or equivalent experience.

### **PHYSICAL REQUIREMENTS**

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.

**Date Written:** 3/8/03

### **CONSULTANTS' COMMENTS**

None

*Prin Distrib Design Engr*

**SUPERVISORS'/MANAGERS' COMMENTS**