MAJOR FUNCTION

This is advanced professional industrial engineering work performing economic evaluations, technical, administrative, and productivity analyses including the development of programs of a difficult and complex nature to improve the effectiveness and efficiency of work performance and results. Work assignments will cover a variety of special projects throughout the Electric Department. Work is performed under the general supervision and direction of an Electric Department division head and is reviewed through conferences, written reports, and program results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Researches, identifies, plans, organizes, and develops methodologies for quantitative and qualitative analysis and/or measurements of work performance results. Documents and identifies procedures, practices, processes, standards, etc., utilized for criteria assessment; and recommends the means to enhance work performance and produce results in a more proficient and effective manner. Recommends enhancement of work performance justified via statistical analysis, cost/benefit analysis, or other justifying criteria which provides direct or indirect economic benefits to the Department operation. Leads, directs, and/or coordinates others in performing complex studies and analyses on specifically assigned projects and activities. Evaluates the performance of assigned personnel. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc or cross functional teams as requested. Keeps abreast of general and specific developments in areas affecting job responsibilities. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of basic electric utility engineering, work performance and results assessment and analyses, efficiency improvement processes, microcomputer program development, and use of micro processing equipment. Knowledge of electric utility accounting concepts; operating, maintenance, and capital budgetary components for Production and Transmission and Distribution operation and rate structures. Ability to communicate concisely and effectively both orally and in writing. Ability to lead and coordinate work effectively with others to collect data and make independent analyses on electric utility operations and construction and/or evaluations utilizing applicable standards, procedures, criteria, and/or techniques. Ability to understand, interpret, organize, plan, train, and execute assignments in a professional and timely manner. Ability to maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from a four-year college or university with a degree in Industrial Engineering and two years of professional industrial engineering experience, one of which must be related to technical areas of the electric utility industry.

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