



City of Milford
Associate Engineer
Pay Grade: 5

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: No work experience required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Possession and retention of a valid Delaware vehicle operator's license is required. Subject to random drug and alcohol testing in accordance with City policy. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training is required.

Minimum Education Requirements: Associate degree in Electrical Engineering or related technical field.

Direct Supervisor: Electric Director

Supervisory Responsibility: N/A

Primary Work Location: In and out of city limits with reporting, office duties and meetings at the Public Works Facility.

Job Summary: The Associate Engineer performs electrical engineering work related to the design, investigation, and construction of electric utility projects. Responsibilities include operating and maintaining the City's electrical system, fiber optic network, and SCADA system for electric and water operations.

The Associate Engineer is committed to the City's mission, vision, and values, demonstrating ethical conduct, community stewardship, initiative, and responsive service. This role requires leadership, technical expertise, effective communication, collaboration, resource management, progressive decision-making, and personal accountability.

Supervision Received: Work is performed under the general supervision of the Electric Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Electrical Design & Planning:** Prepares designs, plans, specifications, and operating procedures for the electric utility.
- **Project Management & Coordination:** Assists in managing electric construction projects, including coordinating with consultants, engaging with the public, and performing quality control.
- **Engineering Analysis & Forecasting:** Conducts various studies and analyses related to forecasting, budgeting, special projects, and other utility programs.
- **Electrical Systems Support:** Assists in electrical engineering assignments related to municipal operations, including power distribution, system protection, metering, energy management, lighting, communications, and controls.
- **Field Installation & Troubleshooting:** Conducts and assists with in-field installation, testing, and troubleshooting of electrical equipment.
- **Distributed Energy Resource Evaluation:** Performs technical evaluations and application reviews of Distributed Energy Systems (DERs), including solar, battery storage, and wind energy systems.
- **Other Duties:** Performs related work as required.



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Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Familiarity with electrical theory

Skills

- Time management.
- Communicates clearly and concisely, both verbally and in writing.
- Establishes and maintains effective work relationships.

Abilities

- Reads schematics, technical drawings, and specifications.
- Understands and abides by all safety rules.
- Experiences utilizing CAD and/or GIS.
- Interacts positively with the public.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Director: _____