



City of Milford
Associate Engineer
Pay Grade: 105

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, under the general supervision of the Electric Director, will perform electrical engineering work in the design, investigation, and construction of electric utility projects; and perform related work as required which includes operating and maintaining the City electrical system, fiber optic system, as well as operation of the SCADA system for the electric and water system.

The Associate Engineer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Associate Engineer shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

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:

- A. Prepares designs, plans, specifications, and operating procedures for the electric utility.
- B. Performs various studies and analyses related to forecasting, budgeting, special projects, and other programs.
- C. Assist in managing electric construction projects including interacting with consultants and the public and performing quality control.
- D. Assist in performing electrical engineering assignments in connection with a wide range of municipal activities including electric power distribution, system protection, metering, energy management, lighting, communications, and controls.
- E. Conduct and assist with basic in-field installation, testing, and troubleshooting of equipment.
- F. Perform technical evaluations and applications reviews of Distributed Energy Systems (DERs) including solar, battery storage and wind.
- G. 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.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective work relationships.

Abilities

- Reading of schematics, technical drawings, and specifications.
- Understand and abide by all safety rules.
- Experience utilizing CAD and/or GIS.
- Interact 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 positions. I would like to have a second review of the job description with my manager and human resources.

Department Director: _____

Employee: _____

Human Resources Director: _____