

## **RIVIERA UTILITIES** **POSITION DESCRIPTION**

**JOB TITLE:** Engineer I

**DIVISION:** Eastern

**REPORTS TO:** Chief Engineer

**DEPARTMENT:** Gas

**EFFECTIVE DATE:** June 2018

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

### **SUMMARY:**

The Engineer I prepares clear, complete and accurate detail drawings related to the installation of new services or the upgrade of existing equipment. The Engineer I assists in complex Engineering activities such as natural gas distribution design, permit applications, easement acquisitions, material specifications and other related technical support.

### **Essential Duties and Responsibilities:**

1. Performs field inspections of gas services.
2. Designs distribution systems necessary to provide gas services to residential, commercial and industrial customers.
3. Assists in the design of subdivision layouts, commercial developments, and system modelling.
4. Obtains easements and deeds, and makes required contacts with property owners for signatures.
5. Verifies that equipment and installations are in compliance with applicable code requirements and specifications.
6. Assists in the development of Integrity and Maintenance programs.
7. Assists in the specifications for SCADA hardware and software.
8. Assists with the maintenance of software/hardware associated with automated devices and equipment.
9. Assists in the training of appropriate personnel in operation and maintenance of SCADA, and communication equipment.
10. Meets with developers and individual customers to determine requirements for new services.
11. Meets with customers to resolve potential issues and concerns.
12. Provides after hours support for emergencies.
13. Attends professional and industry meetings and functions as required.
14. Works directly with the Safety Superintendent to implement safe work practices and procedures.

**Knowledge, Skills, and Abilities:**

1. Must have a basic knowledge of natural gas systems.
2. Ability to read, analyze, and interpret common technical journals.
3. Ability to respond to common inquiries or complaints from customers, or members of the business community.
4. Ability to effectively present information to customers.
5. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and power calculations.
6. Ability to apply mathematical operations to such tasks as pressure variations, flow requirements and other piping design criteria.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
9. Must obtain knowledge of the PHMSA, IFC, Riviera drawings and specifications, and list of acceptable Riviera material.
10. Should possess, or develop an understanding of Riviera's Board Policies, Rules and Regulations.
11. Computer skills with application knowledge of spreadsheet, database structures, word processing, and AutoCAD is required.
12. Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, marketing, or counseling situation.
13. Available for after-hours emergency.
14. Familiar with current natural gas industry safety procedures and work practices.
15. Ability to have regular and predictable attendance at work.

**Work Environment/Physical Demands:**

1. Office environment with field work.
2. Field work can require the lifting of up to 50 lbs, assisting crews with physical installations and testing.
3. FR Clothing will be required anytime the employee is with the crew or possible explosive environment.
4. Frequent jobsite visits and construction oversight makes up approximately 80% of the total work.

**Minimum Qualifications:**

- BS in Engineering from a 4 year accredited college or university.
- Passed the Fundamentals of Engineering Exam or able to pass the exam within one year of accepting the position.
- Must possess or be able to obtain a valid driver's license within 60 days of employment.