

MAJOR FUNCTION

This is entry level professional industrial engineering work performing technical, administrative, and productivity analyses, including the development of programs to improve the effectiveness and efficiency of work performance and results in the Electric or Underground Utilities Department. Work is performed under the general supervision and direction of higher-level professional 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, 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 economical benefits to the Department operation. Leads and/or assists others in performing complex studies and analyses on specifically assigned projects and activities. Performs related work as required.

Other Important Duties

Attends training and development activities to enhance knowledge of subjects related to job responsibilities. May serve on ad hoc or cross functional teams as requested. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of basic engineering; work performance and results assessment and analyses; efficiency improvement processes; microcomputer program development and use of micro processing equipment. Ability to communicate effectively, orally and in writing. Ability to collect data and make independent analysis on electric utility operations and construction, and/or evaluations utilizing applicable standards, procedures, criteria and/or techniques. Ability to understand, interpret, organize, plan 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

Electric: Possession of a bachelor's degree in industrial engineering.

Underground Utilities: Possession of a bachelor's degree in industrial or chemical engineering.

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