



**Power System  
Engineering, Inc.**

**1532 West Broadway, Madison, WI 53713**

[www.powersystem.org](http://www.powersystem.org)

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## **Job Description**

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<b>JOB TITLE:</b>	<b>Substation Engineer</b>
<b>DEPARTMENT:</b>	Power Delivery Planning & Design
<b>LOCATION:</b>	Marietta OH

### ***General Summary:***

Provide consulting services to PSE clients for a wide range of engineering projects, including electrical utility planning, system protection and coordination, system design, and operational support.

### ***Responsibilities:***

The following are essential responsibilities of this position and do not include marginal functions that are incidental to the performance of the fundamental job duties. The scope and duties of this position may change or be altered based on the business needs of the company.

1. Provide the electrical design of substation, transmission, distribution and commercial service projects.
2. Develop and procure material and construction specifications and contracts. Coordinate pre-bid meetings, evaluate bids and proposals, and provide contract award recommendations.
3. Provide direction related to creation of wiring diagrams and other construction drawings/schematics.
4. Direct, coordinate, and assist with testing and commissioning of electrical facilities.
5. Perform project management duties related to design, procurement, construction, and commissioning.
6. Provide regular status reports on project progress.
7. Provide day-to-day operations support to PSE clients.

### ***Minimum Requirements:***

The following are minimum requirements of this position.

1. A bachelor's degree in electrical engineering, or related field, is required.
2. Working knowledge of computer software including AutoCAD, MS Excel, and MS Word is required.

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3. Working knowledge of applicable NEC, IEEE, and ANSI standards and electric codes is highly preferred.
4. Knowledge of electric utility systems.
5. Possess the ability to achieve quality results, be change-oriented, foster innovation, and be a continuous learner.
6. Use effective communication skills (both written and oral), be customer-driven, and display teamwork behavior.

***Working Conditions:***

Normal office conditions with some outdoor field work. Some overtime may be required. Travel may be required for client on-site assistance.

If field work and overnight travel is required, reimbursable expenses will include meals, lodging, and mileage. Training is provided by PSE employees and/or by enrollment in seminars and continuing education courses. PSE is committed to providing successful applicant with the tools and skills to be successful.

***Working Relationships:***

Internal: Peers, management.

External: Electric utilities, state and local governments, consultants, construction contractors, vendors.