



**Power System  
Engineering, Inc.**

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

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

## **Job Description**

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**JOB TITLE:** CAD / Engineering Technician

**DEPARTMENT:** Power Delivery Planning & Design

**LOCATION:** Madison, WI and/or Marietta, OH (looking for up to 2 people)

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

Provide direct technical assistance and support in the preparation of substation design, line design, and system planning studies. Projects may include: substation and line design drafting in AutoCAD and possibly Microstation, 3D AutoCAD with Inventor, preparation of planning maps in AutoCAD, development of exhibits and tables in Microsoft Word and Excel and other CAD related functions.

### ***Primary 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 AutoCAD support for power delivery design projects including substations and power lines.
2. Provide AutoCAD support on electric utility maps and Geographical Information Systems (GIS) that may be in an AutoCAD centric software.
3. Work with various computer applications including, AutoCAD, MS Excel and MS Word with the possible opportunity to use other software packages such as ESRI, Milsoft WindMil, and others.
4. Other duties as assigned.

### ***Secondary responsibilities for consideration and growth:***

1. Provide technical support on construction work plans, long-range plans, sectionalizing studies, environmental reports and other related studies.
2. Prepare and assist in preparation of cost estimates for power delivery, planning and design projects.
3. Electrical system modeling in power flow analysis software
4. Prepare and update electric system models.
5. Work with various computer applications including, ESRI, Milsoft WindMil, Microstation, and others
6. Provide field support on power delivery design projects.

Title: Engineering Technician – Entry Level and/or Experienced

Date: 8/27/2019

***Education and Experience:***

Knowledge typically acquired through a two-year degree in engineering technology, drafting and design, GIS, or other related technical program. Experience of not less than five years in duties described above may be substituted, if such education was acquired on the job.

***Key Competencies:***

*Technical Competencies:* Must be able to organize a project into defined tasks and carry it out in a timely manner. Must have good analytical, interpretative, interpersonal, complex problem-solving and decision making skills. Must be familiar with Microsoft Office and AutoCAD. Must have well-developed communication skills. A basic knowledge of power system engineering technology, construction and operations as well as experience with ESRI and power system analysis software is preferred. A basic knowledge of substation design, construction and commissioning as well as familiarity with safety codes, Rural Utilities Service (RUS) requirements, and other industry standards is a plus.

*PSE Competencies:* Possess ability to learn new skills from experienced engineers and technicians, achieve quality results, be change-oriented, use effective communication skills, be customer-driven, foster innovation, be a continuous learner, and display teamwork behavior.

*Coaching Competencies:* Possess ability to continually identify and recommend process and/or system improvements to facilitate efficiencies in substation design and planning studies.

***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.