

MAJOR FUNCTION

This is responsible professional level industrial engineering work performing technical, administrative, and productivity analyses, including the development of programs of a highly complex nature to improve the effectiveness and efficiency of work performance, economic evaluations, and results. Work assignments will cover a variety of special projects. Work is performed under the general supervision and direction of a higher-level supervisor and is reviewed through conferences, written reports, and program results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Researches, identifies, plans, organizes, and develops specialized programs and methodologies for quantitative and qualitative analysis and/or measurements of work performance results. Documents and identifies procedures, practices, 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 economic benefits to the department operation. Develops, leads, directs, and/or supervises others involved in performing complex studies and analyses on specifically assigned projects and activities. Evaluates the performance of assigned personnel. May supervise subordinate employees. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc or teams or committees as requested. Keeps abreast of general and job specific developments that may impact job responsibilities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of basic engineering of the assigned utility industry, work performance and results assessment and analyses, efficiency improvement processes, microcomputer program development, and use of micro processing equipment. Considerable knowledge of utility accounting and financing concepts; operating, maintenance, and capital budgetary components; and rate structure developments. Ability to communicate concisely and effectively both orally and in writing. Ability to lead, supervise, and coordinate work effectively with others to collect data and make independent analysis on utility operations and construction and/or evaluations utilizing applicable standards, procedures, criteria, and/or techniques. Ability to understand, interpret, organize, plan, train, and execute assignments in a professional and timely manner. Ability to maintain effective working relationships with others 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

Possession of a bachelor's degree in industrial engineering and five years of professional engineering experience, three years of which must be related to technical areas of the utility industry to which the position is assigned.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

Established: 06-15-88

Revised: 05-25-89

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08-20-90
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