



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Engineering Analyst  
**DEPARTMENT.....:** Utilities  
**DIVISION.....:** Electric Distribution  
**CLASSIFICATION/GRADE.....:** Engineering Analyst /108  
**REVISED.....:** 09/2014  
**REPORTS TO.....:** Electric Distribution Superintendent  
**REVIEWED.....:** 09/2014  
**WAGES.....:** Hourly

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### **SUMMARY:**

Work activities in this position consist of performing general tasks such as field inspections, basic troubleshooting and control systems work. The duties are performed under supervision and direction of professionals employed by the Department who checks the work for technical accuracy and completeness. This position requires response at any time to assist with workload or emergencies that may arise.

### **BASIC FUNCTIONS:**

1. Assists in technical support for electric generation and distribution including scheduling with general contractors on electrical maintenance and repair of equipment related to substations and auxiliary equipment at the generating plant and including other operating 13.8 KV & 34.5 KV distribution substations.
2. Performs general preventive maintenance and inspections by routine checks of such equipment to maintain proper operating efficiencies to minimize outages and damage. Properly documents and maintains records of all inspections and maintenance.
3. Perform basic metering tasks such as assembly and installing of auxiliary metering packages and monitoring and reporting of key accounts.
4. Meets with customers on availability of problems and/or complaints.

### **OTHER REQUIREMENTS:**

1. General knowledge of engineering terminology, methods, practices and principals.
2. Knowledge of basic electrical engineering mathematics, including Ohms Law and single and three single-phase power applications.
3. Knowledge of electrical drawings, how to read and interpret them and their terminology.
4. Ability to understand and follow oral and written instructions safely.
5. Must be able to work around high voltage equipment maintaining a high regard for safety and adhere to TPCG, NESC, and APPA safety standards.
6. Basic knowledge of AC and DC power applications.
7. Basic knowledge of electronic control systems.

### **EDUCATION/EXPERIENCE:**

1. Graduation from an accredited high school; supplemental course work in mathematics and/or engineering technology is highly desirable.
2. Any equivalent combination of education, training and/or experience may substitute.