

## DESIGN TECHNICIAN

### Position Summary

Outlined in this document is the position description for the Design Technician series and the various responsibilities performed in a service center. Requirements for each job include structured training and skill verification (refer to the training and skill verification sections in this manual for additional information). Job attributes and performance expectations are also defined.

As employees complete the structured training necessary, meet the requirements of the skill verification and progressive testing, they will be able to progress through their career field. The levels through which progress may be expected are as follows:

	LEVEL
Design Technician	I
Design Technician	II
Senior Design Technician	

Advancement beyond the Design Technician II will involve the Career Preference process, with consideration to seniority, qualifications and the needs of the service center.

As employees gain skills in the levels, progressive testing will be required to advance to the next level. The progressive testing will include hands-on, written or verbal testing and will be based on expectations outlined in the employees' current job level. (Example - to move from Level I to Level II, the employee would be tested for their knowledge of expectations in Level I).

The Trainee position (generally one year experience or the equivalent is required) is designed to determine the appropriate career path for the employee. The trainee position will give the employee the opportunity to experience the various career opportunities within a service center. It will also give the service center the opportunity to evaluate the Trainees' progression during their probationary period. The trainee position is described on the following page.

Movement from the Trainee position to a specific career will be through the Career Preference process.

## DESIGN TECHNICIAN LEVEL I, II

Performs the technical design work of a less complex nature required for the construction, maintenance, rebuilding or operation of electric and gas distribution facilities. Responsible for estimating the total project cost associated with work assignments.

### Level I

Under direct supervision, understands and updates gas and electric maps, maintains records of gas and electric property, designs and prepares work order estimates to install, replace or remove gas and electric distribution facilities.

Projects include secondary and single phase electric extensions, simple gas main extensions, service upgrades or new service installations. Work could also include preparing maintenance projects for these facilities.

### Level II

Under some supervision, facilitates design of gas and electric projects of an increasing difficulty including three phase electric extensions, replacements or relocations.

Calculates fault currents and voltage drops at customer's point of service.

### General Comments

Must meet the Company's general qualifications.

Job knowledge and competence will be demonstrated on a periodic basis by successful completion of job related skills verification.

Will participate in training as required. Work assignments will be based on training that has been received.

Will adhere to Company and departmental policies, standards and established procedures.

This job description attempts to give examples of the tasks associated with the job; however, the listings are not all inclusive.

Safety is the responsibility of every employee at DP&L. All safety procedures or policies outlined in job procedures, safety reference guide, training classes and agency requirements (OSHA, etc.) are expected to be followed.



## DESIGN TECHNICIAN LEVEL I, II

### Qualifications

#### Entry Level

Two years of technical education in the area of mechanical or electrical design or the equivalent. Possess a valid driver's license. Must pass entrance exam.

#### Fully Qualified

A minimum of six years experience as a Design Technician or the equivalent and demonstrate the ability to perform the tasks of the job. Must have completed the Company's Design Technician training program and continue to pass job related skills verification.

### Job Attributes

Minimal manual or physical skill required. Work involving light physical exertion while working on job site.

The numerous tasks in gas and electric distribution design requires a medium degree of independent judgement within established standards and procedures.

Technical work requires close mental and visual concentration to achieve high levels of accuracy.

Responsible for the design and work order preparation as well as on site technical direction to ensure safety to self and others. Work on job site involves risk of injury. Work will occasionally require activities when the conditions are less than ideal.

Routine work involving use of Company vehicles and small equipment. Responsible for planning and designing gas and electric distribution facilities.

Many tasks involve the preparation and/or use of confidential plans and other documents.

Work involves frequent public contacts with customers, developers and other utilities pertaining to company policy and procedures.

DESIGN TECHNICIAN LEVEL I, II

Job Attributes (continued)

Work includes maintaining and updating property accounting records.

Work involves regular contact with other departments.

Tasks require responsibility for completion of non-routine assignments while receiving occasional supervision.

Has responsibility for the technical advice to Company crews, other utility crews and construction personnel.

## DESIGN TECHNICIAN LEVEL I, II

### Performance Expectations Upon Completion Of Training and On The Job Experience

#### Level I

Determine residential electric meter and service locations.

Update gas and electric maps and S.O.S. databases.

Complete paperwork necessary for work orders.

Utilize applicable codes and standards: DP&L Gas and Electric Engineering and Construction Standards, DP&L Safety Code, Bluebook, Electric Service Handbook, N.E.C. and NESC, Pipeline Safety Codes and other pertinent regulatory requirements.

Prepare background drawings and design simple work orders under direct supervision such as:

#### Electric

- . Single phase extensions overhead and underground
- . Replacement of facilities
- . Lighting projects

#### Gas

- . Simple main extensions
- . Replacement of facilities

Understand basic surveying techniques, stake proposed projects and gather post-construction field notes.

Interact with residential customers and contractors in a professional manner.

Utilize personal computer and customer account information.

Analyze electric and gas outages.

Close out and record completed work orders.

Design gas regulator and meter settings for loads less than 2000 ccf.

DESIGN TECHNICIAN LEVEL I, II

Performance Expectations Upon Completion Of Training and On The  
Job Experience

Level I (continued)

Assist other Company personnel.

Perform other similar or less skilled work.

Reference: Verifiable Skills  
Structured Training



## DESIGN TECHNICIAN LEVEL I, II

### Performance Expectations Upon Completion Of Training and On The Job Experience

#### Level II

All performance expectations of Design Technician I.

Design projects of increasing difficulty under some supervision such as:

##### Electric

- . Three phase extension (overhead and underground)
- . Three phase replacements or relocations
- . Distribution facilities under-built on transmission poles
- . Relocation of existing facilities

##### Gas

- . Major rehabilitation projects
- . High pressure main extensions
- . Relocation of existing facilities

Calculate fault currents and voltage drops at customer's point of service.

Understand basic marketing policies.

Interact with commercial, industrial and governmental customers, developers, architects and engineers from outside firms and other DP&L personnel.

Assist and instruct other Company personnel in matters relating to gas and electric distribution design.

Identify and analyze abnormal conditions on gas and electric distribution systems.

Perform other similar or less skilled work.

Reference: Verifiable Skills  
Structured Training