
JOB DESCRIPTION

ENGINEERING ASSISTANT

Revision Date

04-21-2026

Reports To

Engineering Manager

Directs

None

Purpose of Position

The purpose of this position is to mark the location of underground utilities and to assist in various other functions within the Engineering Department.

Responsibilities & Duties

- Responsible for locating and marking the underground electrical distribution system, including primary and secondary electrical lines, as needed.
- Responsible for locating and marking the underground fiber optic cable owned by Lexington Electric System, as needed.
- Uses utility maps, GIS information, and various equipment including line tracers and other electronic locating equipment to confirm the location of underground utilities owned by Lexington Electric System.
- Responsible for meeting with property owners, contractors, and developers to assist in locating utilities, explain service locations and their responsibilities, and inform them of potential problems or complications.
- Responsible for responding to any Tennessee 811 ticket data, as needed.
- Responsible for assisting the Operations Department to determine the precise location of faults on any underground electrical conductors.
- Responsible for informing the Engineering Department regarding any errors or updates that need to be made to its GIS mapping information.
- Provide support to GIS mapping activities, as needed.
- Provide support to the Engineering Department by responding to customer inquiries over the phone or in-person.
- Prepare work orders for routine repairs, maintenance, installation, or removal of the System's electrical facilities.
- Assist the Engineering Department with trouble-calls and dispatching, as needed.
- Install and/or remove meters to support the Meter Department and other various construction activities.

- Responsible for wearing the necessary protective equipment and exercises extreme safety in tool equipment and vehicle operations.
- Responsible for completing all related paperwork in conjunction with job duties.
- Supports 365/24/7 work habits and schedule. Responsible for responding to after-hours emergency locate requests, as necessary.
- Responsible for performing all work according to Lexington Electric's safety procedures and standards.
- Responsible for carrying out other duties assigned by the Engineering Manager.

Physical Activities

- **Walking:** Must be able to move about, as required, to accomplish tasks. Sometimes the employee is required to walk extended distances and for an extended duration of time. The employee is frequently required to stoop, kneel, crouch, or crawl.
- **Lifting:** Raising objects weighing at least 50 pounds from a lower to a higher position or moving objects horizontally from position-to-position. Lifting requires substantial use of the upper extremities and back muscles.
- **Communication:** Written, oral, and technical communication is required.
- **Hearing:** Perceiving the nature of sounds with or without correction. Must have the ability to receive detailed information through oral communication and to make fine discriminations in sound.
- **Visual:** Must have vision sufficient, or corrected sufficiently, to read printed material on various forms of applications, computer monitors, and interoffice communications.

Working Conditions

This employee is subject to both indoor and outdoor working conditions and may be in close contact with the public.

Experience

Previous experience with an electrical utility and/or construction of underground utilities is preferred.

Preferred Education

High School Diploma or equivalent

Job Knowledge, Abilities, and Skills

- Must possess computer knowledge and typing experience, including the use of utility GIS mapping systems and Tennessee 811 locate ticket systems.
- Must be proficient in computer software applications (Word, Excel, PowerPoint, etc.).
- Must have the ability to read and interpret maps, blueprints, sketches, and work orders.
- Must possess the basic knowledge of the TVPPA and RUS construction standards.
- Must possess the basic knowledge of the NESC and NEC requirements and standards.
- Must have the ability to establish and maintain an effective working relationship with the public and other employees.
- Must have the ability to analyze a variety of technical problems and to develop and apply appropriate solutions.
- Must have the ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Must have excellent attention to detail and the ability to prioritize with an emphasis on quality and accuracy of work.

- Must possess good organizational skills.
- Must have the ability to add, subtract, multiply, and divide all units of measurement.
- Must be able to handle multiple interruptions and adjustments to priorities throughout the day.
- Must possess enough knowledge of the principles, practices, and processes involved in the distribution of electric power to communicate with customers to their satisfaction.
- Must possess the knowledge of basic AC electrical circuit theory.
- Must possess a knowledge of occupational hazards and safety procedures.

Other

- Maintain current Tennessee Driver's License.
- Attend TVPPA and all other training sessions, as assigned.
- Be certified in First Aid and CPR.