

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	Engineering Specialist III-VI	<b>Class Code:</b>	2129 - 2132
<b>Working Title:</b>	Engineering Specialist	<b>Group#:</b>	B19 – B23
<b>Division:</b>	Infrastructure	<b>FLSA:</b>	Exempt
<b>Supervisor:</b>	Director, Engineering	<b>Date:</b>	11/21/22

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**GENERAL DESCRIPTION:**

Perform complex to highly advanced engineering work on a broad range of infrastructure issues. Work involves applying engineering principles to evaluate engineering and other technical issues to include identifying, analyzing, and providing recommendations or testimony regarding issues related to facility planning, construction, operations, and maintenance in the electric and water industries, as well as some telecommunications infrastructure issues. Work under general to limited supervision with moderate to extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Identify, analyze, and provide recommendations on issues relating to electric and water infrastructure planning, construction, operations, and maintenance, including service quality and facility need, cost, and siting. Work on telecommunications issues as needed.
- Prepare written testimony for filing in contested proceedings, including certificate of convenience and necessity; sale, transfer, or merger; complaint; fuel reconciliation; and rate proceedings; and defend testimony under cross-examination.
- Conduct investigations and prepare reports.
- Participate in or lead rulemaking and other projects.
- May participate in transmission planning activities conducted by electric utilities and the Electric Reliability Council of Texas, Southwest Power Pool, and Midcontinent Independent System Operator.
- Provide information regarding Commission policies and procedures to industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Participate in the Commission's Emergency Management Response Team if needed.
- Stay up-to-date on technological advances and issues in the electric and water industries and maintain an awareness of technological advances and issues in the telecommunications industry.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Engineering Specialist III: Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in engineering, business with coursework in engineering, or related field.
- Engineering Specialist IV: Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in engineering, business with coursework in engineering, or related field **and** a minimum of two (2) years of full-time work experience in engineering related activities, field or system operations, or planning.
- Engineering Specialist V: Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in engineering, business with coursework in

engineering, or related field **and** a minimum of four (4) years of full-time work experience performing electrical engineering related activities with an electric utility, electric cooperative or municipally owned electric utility.

- Engineering Specialist VI: Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in engineering, business with coursework in engineering, or related field **and** a minimum of six (6) years of full-time work experience performing electrical engineering related activities with an electric utility, electric cooperative or municipally owned electric utility.

### **PREFERRED QUALIFICATIONS:**

- Texas Engineer In Training (EIT) Certificate.
- Experience as an expert witness in regulatory hearings.
- Work experience with a regulatory agency.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Skill in the use of personal computers, MS Office software, and other software programs.
- Skill in technical research and writing.
- Skill in preparing technical reports.
- Ability to handle pressure with providing testimony under oath.
- Ability to monitor and work on multiple tasks with varying time schedules and meet deadlines.
- Ability to interpret and apply the Commission's rules.
- Ability to train less experienced staff.
- Ability to assimilate and use diverse, complex information to advance the Commission's goals.
- Ability to communicate complex concepts orally and in writing.
- Ability to work efficiently independently, as a team member, or as a team leader, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, personnel of the legislature, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

### **TELECOMMUTING ELIGIBILITY:**

- This is a hybrid position and is eligible for telecommuting up to four(4) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

### **PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:**

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.

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JOB DESCRIPTION ACKNOWLEDGMENT**

**ENGINEERING SPECIALIST** is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **ENGINEERING SPECIALIST** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **ENGINEERING SPECIALIST**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature