

Grade 11

Job Number 1915

NORTHERN INDIANA PUBLIC SERVICE COMPANY

JOB DESCRIPTION

ENGINEERING RECORD CLERK

ENTIRE COMPANY

VARIOUS MAPS AND RECORDS DEPARTMENTS

A. Duties:

Close prescribed work orders; prepare and maintain engineering records and reports accurately and dependably.

Perform duties such as:

1. Review work orders, balance materials charged and materials used; prepare adjustment/transfer tickets. Identify charges on Capital/Blanket work orders.
2. Create/Update features in GIS for Gas Compliance purposes. Update records in MAXIMO, CIS and other related systems. Identify and resolve map discrepancies.
3. Prepare new records or revise existing records in GIS such as support structures, gas service cards, transformers and street lights.
4. Determine when billing adjustments are necessary for customer and municipal lighting. Enter Pole Facilities Requests (Pole Attachments) in GIS.
5. Prepare or revise and maintain other departmental records and reports, such as transformer tickets, easements, miscellaneous reports, annual transformer report, street light annual report, traffic signal report, blanket reports and FERC reports. Prepare prescribed property transfer reports and Power Plant monthly reports.
6. Receive and process customer orders and inquiries concerning utility service. Relay maps and records information to other departments when required.
7. Perform duties in accordance with the Company's procedures, practices and safety rules.
8. Report irregularities and abnormal conditions.

9. Direct the work of one or two employees to assist.
10. Assist in the training of other employees.
11. Perform similar or less skilled work in this classification, or when the diversity of workload requires, perform similar or less skilled work in equal or lower classifications.

B. Qualifications:

Meet the Company's requirements as to General Qualifications and meet the following:

1. High school education or the equivalent, including courses in basic mathematics.
2. Have the ability to use automated systems to draw maps.
3. Be familiar with electric and gas terms and symbols as applicable with Company operations.
4. PC Software proficiency, i.e, Microsoft Office, Internet and various internal systems.
5. Pass an aptitude test designed to determine an employee's ability to absorb the training necessary for this position.