



ANGELES ELECTRIC CORPORATION

J O B D E S C R I P T I O N

POSITION TITLE:

CADET ENGINEER

JOB OBJECTIVES:

To be able to provide assistance to company operations by maintaining up-to-date transactions through efficient Geographical Information System (GIS) and Management Information System (MIS) operations

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Analyzes and updates records and technical specifications of line equipment installations such as poles, transformers and associated line hardware and wires;
2. Maintains the database management information system of the Distribution Department such as information on poles, transformers, capacitor banks, load break switches, circuit breakers, manual and motorized disconnect switches, distribution wires, etc. and relate these with the GIS for exploring, analyzing, displaying and inquiries on geographic data;
3. Prepares statistics and monthly inventory reports of line equipment for compilation and future reference;
4. Posts and updates other necessary data for fast and accurate access to information on all line equipment such as updating of history, laboratory test reports and transformer load check results;
5. Provides assistance and technical support to power distribution system operations and maintenance;
6. Assists in reviewing electrical plans and specifications;
7. Files accomplished daily reports, job orders, correspondences and other documents relating to the work of the department;
8. Assists customers on inquiries about Job Survey Orders;
9. Performs other tasks inherent to the position;
10. Performs other tasks that may be assigned from time to time.

JOB SPECIFICATIONS/QUALIFICATIONS:

Education : Graduate of a 5-year Engineering Course or licensed Electrical Engineer

Experience : At least one (1) year experience in technical and clerical work

Competencies : Basic:

- Communication
- Innovation
- Integrity
- Adaptability

Functional:

- Planning and Organizing
- Achievement/ Results Orientation
- Technical Proficiency
- Computer Literacy

WORKING CONDITIONS and PHYSICAL DEMANDS:

An eight-hour duty in a well-ventilated office that requires the use of computer, telephone and other office equipment and the need to make occasional trips to and from areas to coordinate and perform work with other units.