

Departmental Specialist

Tracking Code 1808

Job Location Boise, ID

Salary \$18.73 – 22.56 (non-exempt)

Application Deadline 6/12/12 (5:00 p.m. MST)

Job Description

Under minimum direction and acting on own initiative and direction, prepares project prints for distribution to construction crews, engineers, and plant personnel. Ensures plant prints are up to date and filed correctly in the corporate office as well as in power plant control rooms and the regional shops. Prints, copies, and labels drawings as needed or requested by design and engineering groups. Purchases and stocks supplies for department plotters and printers as well as stock office supplies for the design and engineering group.

Additionally, maintains the CLDB(Cable List Database) program, as well as maintains a log of drawings which are being sent to and received from power plants and other departments. Will create and file record transfer forms, as well as arrange and coordinate print jobs with Corporate Publishing print shop. Works with Delivery counterpart to ensure Power Plant prints and Delivery prints are exchanged efficiently and in a timely manner, and participates in bi-weekly staff/safety meetings.

This position requires 4-6 unaccompanied overnight trips per year to different power plants within the Idaho Power service territory to update drawing files.

Required Skills

- Knowledge of:** In-depth knowledge of an engineering department's functional requirements. Knowledge of drawing filing systems, electronic and paper media.
- Skills in:** Proficient in the operation of MS Excel, MS Word, MS Outlook, Meridian, Passport and SharePoint. Solid editing and proofreading skills to assist in composing transmittals and editing company files. Applies proper punctuation, spelling, and grammar when proofreading.
- Ability to:** Ability to understand and apply basic office concepts including but not limited to working independently; use judgment and initiative in resolving common problems; remain effective while dealing with frequent interruptions and changes in priorities; meet deadlines; maintain drawing files within the power plant drawing numbering system. Handle field requests from technicians and power plant operators. Compile large drawing packages and distribute the packages to the required departments. Must be able to update power plant drawing files within the power plants without posing danger to self or others. Must be able to navigate stairs while carrying drawings in and out of power plants.

Required Experience

MINIMUM REQUIREMENTS

- Education:** High school degree or GED.
- Experience:** 3-5 years of administrative experience or equivalent combination of formal education and work experience. **Prefer** experience in managing engineering drawings and with drawing management systems. Additionally, experience with electronic and paper records management desirable.
- Licenses:** Valid driver's license with acceptable driving record according to driving requirements of the position.

Competencies

Communication, Managing Work (includes Time Management), Customer Focus, Adaptability, Quality Orientation, Contributing to Team Success, Initiating Action, and Follow-Up.

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