

MAJOR FUNCTION

This is highly responsible technical, supervisory and administrative work that provides supervision and engineering support to the Electric Utility in one of the operational areas including: Power Engineering, Production, Planning or Transmission/Distribution. An incumbent is considered to be a subject matter expert in the assigned area and is responsible for supervising highly technical engineering, operational or administrative work such as complex design engineering, safety engineering services, field operations, complex engineering studies and analysis, training support, project management, quality assurance, budgeting, purchasing, operation/maintenance of electric utility facilities or systems. Work is performed under the general direction of a division head or the Plant Manager and is reviewed through observations, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules, assigns and trains subordinate personnel. Oversees and performs in-house development of plans, specifications for equipment repair, replacement, inspection and system modifications. Oversees the activities of consulting engineering firms. Reviews proposals, plans and specifications developed by consulting engineers. Develops and manages vendor quality assurance programs. Develops operating and capital budgets and other budget requirements for assigned areas. Provides training and mentoring to subordinate personnel. Ensures safe work practices. Assists operational and maintenance personnel. Coordinates the preparation of various regulatory reports. Reviews specifications and drawings. Prepares specification for purchase of materials, equipment and capital improvement projects. Utilizes computers for performing project cost comparisons and analysis of alternatives. Prepares and presents feasibility reports, compiles data and participates in various committees and groups. Acts as the project manager on assigned major maintenance and large/complex capital projects, with responsibility for supervising contract and city employees assigned to the project; ensuring work is completed according to specifications; ensuring work is completed on schedule and administering project budget and expenditures. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of subordinate personnel. Performs performance evaluations and recommends approval or denial of merit increases. Responsible for the knowledge, understanding and application of City policies and procedures, equal employment opportunity laws and directives and their proper application in all employment practices. Performs related work as required.

Power Engineering: Provides direct supervision of one of the major functional areas within the Power Engineering Division (transmission/distribution; substations; or mapping/standards).

Planning: Provides direct supervision of planning staff. Directs, plans, conducts and reviews computer simulated system studies, analyses and reports as required to ensure for the long range planning of the City's electric system. Ensures applicable reliability standards are complied with. Forecasts energy requirements and peak loads for budgetary, operation and planning purposes as required.

Production: Provides direct supervision of power plant water lab and engineering staff.

Transmission & Distribution: Provides direct supervision of Transmission and Distribution Division operational staff in the areas of line construction, line maintenance, substation construction, substation maintenance, metering and system protection.

Other Important Duties

Keeps abreast of general and job specific developments in area of responsibility. Performs special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of the modern practices, methods, techniques and equipment used in activities involved in one or more of the areas of an electric utility operations. Thorough knowledge of the use and care of electric utility equipment and systems. Thorough knowledge of the City's electrical generating, transmission and distribution system. Thorough knowledge of budgeting and cost accounting principles. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects, and use them in drawing plan specifications. Ability to supervise and direct subordinate technical and operational personnel. Ability to read, understand and apply applicable City policies, procedures, rules and work processes. Ability to read, understand and apply applicable regulatory requirements (safety, environmental, reliability). Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to manage complex projects and assignments for prolonged periods of time. Ability to manage change. Ability to maintain records and coordinate and/or supervise subordinates or assigned contractors. . Ability to comprehend, and the leadership to seek resolution of, complicated problems and to issue highly technical written and oral instructions. Ability to maintain effective working relationships with fellow employees, contractors and the general public. Ability to communicate clearly and concisely orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering and five years of engineering experience in one or more of the electric utility operational areas. A master's degree in engineering may be substituted for one year of the required experience.

Necessary Special Requirements

A successful candidate will be required to complete a personnel risk assessment consisting of an identity verification and seven-year criminal history screening (minimum) and maintain satisfactory clearance for continued employment.

An employee assigned to the Purdom or Hopkins Power Plants must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager-Electric and/or the director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Must possess a valid Class E State driver's license at time of appointment.

Established: 06-30-12