

TRUCKEE DONNER PUBLIC UTILITY DISTRICT JOB DESCRIPTION

Job Title: Electric Engineering Manager
Department: Electric Department
Reports To: Electric Utility Director
FLSA Status: Exempt

Job Summary

Under the direction and general supervision of the Electric Utility Director, performs engineering and planning for the District's electrical system. Performs difficult work on highly technical problems and participates in the formulation and enforcement of District policies, standards, and specifications. Exercises a high degree of decision-making that involves interpretation and application of District policy along with analysis of fact and circumstance. Manages the personnel and operations of the Engineering Department.

Essential Duties and Responsibilities

1. Manages the personnel assigned to the Engineering Department.
2. Supervises the preparation of engineering designs, specifications, plans, cost estimates, and reports for the construction of underground and overhead electric power distribution systems.
3. Supervises the preparation of material purchase contract packages including bid schedules, contracts, and technical specifications for the procurement of utility equipment such as transformers, wire, cable, and switches; reviews and evaluates bids.
4. Manages District electrical construction projects including contract administration, scheduling, interacting with contractors, consultants and the public.
5. Designs construction contract packages including bid, contract, and technical documents for capital improvement projects; reviews and evaluates bids received.
6. Manages and monitors the District's electric SCADA system including performing software modifications, upgrades, and troubleshooting.
7. Prepares long-range electric system master plans, capital improvement plans and the District's annual budget.
8. Reviews and updates the District's system protection schemes.

9. Develops District material standards, equipment specifications, and operating procedures.
10. Makes presentations at District Board meetings as required.
11. Meets with customers, consultants, District staff, and other agencies to review and prepare plans and specifications for development projects.
12. Works closely with other District personnel in providing necessary documentation including project materials lists for the orderly preparation of construction projects.
13. Attends various committee meetings, and other public meetings as may be required.
14. Monitors and inspects work in progress to ensure compliance with District standards.
15. Reviews and updates the District's construction standards and specifications.
16. Designs switching procedures for removing and restoring service to substations.
17. Performs complex electrical engineering calculations and analyses.
18. Works closely with other District personnel to continuously improve work processes, system safety and system reliability.
19. Keeps the Electric Utility Director and designated others fully and accurately informed concerning the work of the Engineering Department.
20. Interprets plans, blue prints, safety orders, and government rules and regulations.
21. Maintains engineering records and files.
22. Performs related duties and responsibilities as required.

Supervisory Responsibilities

Supervises the Electrical Engineering Department personnel including the Electric Engineer and/or the Associate Electric Engineer, Planner/Estimator, and the Construction Inspector.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

Education and Training

- Graduation from an ABET accredited college or university with a Bachelor of Science degree in Electrical Engineering (BSEE), with an emphasis on power systems.
- Equivalent to six years of increasingly responsible utility or consulting engineering experience relating to electric utility planning and operations with emphasis on design, construction, and operation of electrical distribution systems.

Licensing

- The employee is required to possess registration as a Professional Electrical Engineer with the State of California or obtain registration within one year by comity application if their registration is held in another State.
- Possession of a valid driver's license and satisfactory driving record as a condition of initial and continued employment.

Knowledge, Skills and Abilities

- Knowledge of the theory, principles and practices of electrical utility distribution systems.
- Knowledge of the construction, operation, uses, materials, methods and equipment used in the operation, installation, maintenance and repair of electrical utility distribution systems.
- Knowledge of policies and regulations governing the construction and maintenance of electric utility facilities including General Orders 95 and 128.
- Knowledge of the occupational hazards of working with high voltage electrical equipment and necessary safety precautions.
- Knowledge of spread sheet, word processing, database, drafting (AutoCAD), and electrical engineering analysis software applications.
- Ability to perform electric utility power engineering work related to design, planning, and operation of distribution systems.
- Ability to accurately create complete design drawings and specifications of electric utility projects.

- Ability to analyze complex problems and develop solutions quickly and accurately.
- Ability to prepare complex technical reports.
- Ability to prepare construction contracts, material purchase contracts and requests for proposals.
- Ability to administer construction contracts.
- Ability to maintain a variety of technical records.
- Ability to interpret and apply established policies, procedures, and government regulations.
- Ability to read and interpret complex electrical diagrams and drawings.
- Ability to communicate well with others, both orally and in writing.
- Ability to make sound decisions in a manner consistent with essential job functions.
- Ability to establish and maintain effective working relationships with other employees, customers, and the public.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrated integrity, ingenuity and inventiveness in the performance of assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee is frequently required to use their hands and fingers to handle or feel and to reach with their hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally be required to lift and/or move up to 25 pounds. Specific abilities required by this job include close vision and distance vision for driving.

Work Environment

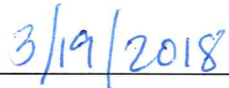
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed indoors and outdoors. Indoors, work is typically performed in the office sitting at a desk, working on a computer. Outdoor work occasionally exposes employee to extreme weather, various types of terrain at jobsites (uneven, wooded, muddy, etc.) noise, vibrations, the hazards of the construction site and energized electric facilities.

The employee has normal work hours; although, is on-call during emergencies and must be able to work after regular hours as needed.



Approved



Date