



JOB DESCRIPTION

<u>POSITION:</u>	Engineering Manager
<u>LOCATION:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Exempt Staff Position
<u>WORKWEEK:</u>	Monday through Friday
<u>SUPERVISOR:</u>	Assistant General Manager
<u>SALARY RANGE:</u>	Range 26 (\$9,292 - \$13,177 per month)

PURPOSE: Manage engineering activities related to transmission, substations, SCADA and distribution systems to ensure continuity of service, efficient system operations and economical use of personnel, vehicles, equipment, materials and finances to facilitate accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Direct and approve short and long range planning for system capacity, service reliability and efficient operation of the transmission, substation and distribution systems.
- Manage the team of engineers and support staff to ensure tasks are completed on time, on budget and to specification.
- Provide leadership and guidance in developing engineering department strategic goals and objectives that enable the District to achieve its goals as outlined by the District's corporate Strategic Plan.
- Manage the planning, engineering, design, construction, operation and maintenance of the District's transmission, distribution, substations and SCADA Systems.
- Oversee the development, implementation and efficient management and accuracy of the District's GIS mapping, work order, outage management and Engineering records systems.
- Provide oversight in development, monitoring and prudent management of engineering department budgets.
- Maintain current and detail knowledge of engineering and operational obligations under NESC, OSHA and WAC requirements.
- Ensure safe and practical electric system coordination and protection for transmission, substations and distribution systems in accordance with established guidelines.
- Conduct technical evaluation of all electric interconnection projects.
- Conduct analysis, develop and maintain the District's 10 year Capital Improvement Plan consistent with objectives of the District's Strategic Plan.
- Conduct periodic electric system modeling, load flow analysis and make updates and revisions to the District's Planning Study.

ESSENTIAL JOB FUNCTIONS (continued):

- Provide oversight in the development, production and maintenance of District Construction Standards and Design Assemblies.
- Coordination of interagency operational activities associated with BPA, other electric utilities, tribal jurisdictions, municipalities, and State and County Governments,
- Oversee the development and approve contracts related to transmission, substation, SCADA and distribution projects.
- Administer the District's performance management process for supervised employees.
- Oversee and promote accident prevention, including training and compliance with applicable rules and regulations.
- Interpret and apply pertinent District policies and regulations, including necessary communications and conflict resolution.
- Establish and oversee safety and security standards for transmission, substations and distribution systems to meet federal and state regulations.
- Oversee the development of policies and ensure District compliance with hazardous waste regulations.
- Utilize District's integrated NISC based applications for GIS, Mapping, Work Order, CIS and Accounting.
- Maintain a high level of professionalism in conduct and appearance.
- Maintain confidentiality of District records and information.
- Assist in the development and updates to agreements with BPA, Jefferson PUD, City of Port Angeles, and large industrial customers.

ADDITIONAL JOB FUNCTIONS:

- Oversee the management of customer information and data systems, and associated customer communications efforts.
- Provide assistance in engineering various building improvements.
- Direct system operations and perform dispatching duties when required.
- Investigate customer or public complaints, determine nature and extent of problem and recommend remedial measures.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must have the ability to supervise effectively, plan and organize work schedules, make sound decisions, develop solutions to situations and train others.
- Must have leadership ability to enable and empower employees to accomplish the District's goals and objectives through individual and team performance.
- Must have the ability to understand, follow, and communicate accurate, clear and concise written and verbal information and instructions.
- Must develop a thorough knowledge of District accident prevention procedures and tools and applicable state and federal regulations.
- Must have math, reading and writing skills required for the job functions.
- Must have a thorough knowledge of distribution, transmission, SCADA and substation system design, construction methods, maintenance and operation.
- Must have working knowledge of the FERC accounting system.
- Must be familiar with fundamentals of electricity and the operation of the District's electrical system.
- Must be familiar with computer aided drafting and its various applications.
- Must have the ability to configure and operate complex engineering analysis software programs.

Knowledge, Skills and Abilities (continued):

- Must have knowledge of NESC, NEC, WAC 296 Chapter 45 and other related codes and District specifications and regulations.
- Must be familiar with and comply with OSHA 1910.269.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.

Education, Experience and Training:

- Bachelor of Science in Electrical Engineering required; power option preferred.
- State of Washington Professional Engineer License required or must be acquired within 6 months of hire.
- A minimum of five years successful supervisory training and experience is required.
- Must have experience performing distribution and transmission planning studies, i.e. load growth, voltage and power factor.
- Must have experience in transmission, substation, and distribution line design, construction, maintenance and operation.
- Experience with electric system meters, relays, and test equipment required.
- Must have experience with the use of personal computer applications associated with this position, including word processing, spreadsheet, data base, ESRI based ArcGIS, Engineering Analysis and OMS software.
- Must have experience or become familiar with the use of NISC Mapwise, OMS, CIS and ABS applications.
- Must have electrical system protection and coordination training and electrical system, voltage regulation and power factor correction knowledge and training.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will be performed in both indoor and outdoor environments, subject to adverse weather conditions and noise.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Job functions will require work on ladders, structures and equipment.
- Job functions will require working in the proximity of energized high voltage lines, cables and equipment.
- May encounter the need to work with hazardous materials.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.

PHYSICAL REQUIREMENTS:

- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- The work requires the ability to operate tools, equipment and vehicles associated with the job functions.

PHYSICAL REQUIREMENTS (continued):

- The work requires the ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, pushing, pulling, bending, climbing, and sitting for extended periods, lifting and carrying and standing for extended periods.
- The work may require performance of moderate manual labor, lifting and carrying up to 25 pounds, climbing ladders and working with equipment at elevated positions in critical situations. Materials, equipment, and supplies will be lifted to and from trucks, equipment, shelves, and the ground.

EQUIPMENT AND VEHICLES:

- The job requires the use of computers, calculator, mobile radio, transits, levels, micrometers and drafting equipment, radio noise locator, Load Logger, digital volt recorder and ammeter, disturbance analyzer, EMF meter and power analyzer.
- The job requires driving and operating vehicles such as automobiles and pickup trucks.
- Future work practices may necessitate the use of different equipment, vehicles and tools.