

# Power Resource Manager

DEPT: Power  
DIV: Planning  
DATE: April 2018

FLSA: Exempt  
EEOC: Professionals



## POSITION SUMMARY

Performs a variety of **professional functions** related to providing quality control for day-to-day and long term purchased power and power sale contract activities, electric rate design and assists in the operation of the Systems Operation and Control Center for Lehi City Power Department.

## SUPERVISION RECEIVED

Works under the general supervision of the Planning/Engineering Manager.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

Monitors/administers major power sales contracts, including forecasting energy usage and system capacity; performs long range planning and modeling for Lehi City's electric energy resources; calculates optimum rates for customers by analyzing billing data and computing rate designs that meet the needs and goals of the department and Lehi City; maintains power sales, use and generation records; submits annual financial information for budgeting purposes and prepares power purchase budget.

Monitors and tracks Lehi City's compliance issues, reporting Lehi City electric system regulatory compliance and reliability records to appropriate governing agencies. Assembles response and submits required State/Federal regulatory reports as needed.

Monitors and administers Lehi City Power Department power purchase budget, including forecasting system usage and load capacities; reviews and approves all wholesale power bills for payment; develops and manages the Integrated Resource Plan, including evaluating/negotiating power purchase contracts, evaluating alternate resource options, analyzing new resource opportunities, reviewing and managing existing resource contracts; tracks and updates purchased energy and cost records; educates customers regarding efficient energy usage.

Projects, balances and optimizes the most economical and secure resources to minimize power purchase costs. Executes scheduling for month ahead or seasonal needs, prepares or reviews gas contracts and executes purchases for run schedules for both long and short terms. Pursues hedging practices for cost-effective natural gas futures needs. Builds and maintains effective system energy-use models for economical dispatch of gas generation.

Directs and supervises operators for Real Time Power Resource Scheduling and balancing of Lehi City's electric energy in service area. Tracks and updates forecast of Lehi City's load requirements for long term and short term needs. Economically balances Lehi City's load/resource position for next day market or power pool trades by, including but not limited to, updating the load forecast, pre-scheduling of Lehi City's generation and available resources and making additional sales and purchases in same day and day-ahead markets, prepares and submits, as required, pre-schedules for Lehi City's sales and purchases to Utah Associated Municipal Power Systems (UAMPS) on a daily, weekly and seasonal basis; purchases and schedules transmission and resources outside of the UAMPS project area; assists personnel in the day-to-day operations of the Systems Operation and Control Center (SOCC) and Power Plant to ensure that construction, maintenance and repair staff are apprised of status of the system and lines are energized/de-energized as appropriate for staff safety and maximum delivery of electric power to the citizens of Lehi City; ensures that emergency situations are handled as efficiently and effectively as possible; responds to the public regarding emergency power outage situations.

Maintains computer hardware and software used to control the delivery of electric power through the transmission and delivery system, maintains databases for power supply meter testing, transformer inventory and status; evaluates and

recommends the purchase of personnel computer hardware and software for the Lehi Power Department; trains employees in the use of SOCC hardware and software to monitor and control the transmission and distribution system.

Maintains System Control And Data Acquisition SCADA system databases including power flow of various system components, including regularly backup system and database, updates SCADA server and client software with new releases, maintains and updates schematics graphs and charts as needed. Administrates the critical infrastructure protection of the operation center.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's degree in Computer Science, Public Administration, Electrical Engineering or closely related area;

AND

B. Five (5) years full-time electric utility work, including responsibility for policy/procedure recommendation, contract administration, and rate determination,

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** knowledge of the principles and practices of electric power purchase/sale contract negotiation, including load/usage projection and rate determination, knowledge of forecasting methodology and the frequent use of regression analysis and other means necessary to maintain good forecasting data, knowledge of computer hardware and software systems used to monitor and control the transmission and distribution system.

**Considerable knowledge of** the principles and practices of employee training and supervision, knowledge of the principles and practices of public administration, including budget development/administration and policy/procedure development, knowledge of State and Federal guidelines, rules, and regulations applicable to electric utilities. **Working knowledge** technical writing and proficiency in reading, reviewing, and editing technical documents; Modern techniques, terminology, principles, and practices of engineering design as applied to the Power Department.

**Ability to** establish and maintain effective working relationships with representatives of both public and private sector electric utility industry oriented agencies/organizations, other City employees and officials, and the public; manage the overall operations of an electric power transmission/distribution system control center, including developing/implementing policies and procedures, determining hardware/software needs, scheduling staff, preparing and monitoring the budget, and preparing reports; projecting electric power needs and researching/evaluating resources available to meet those needs in the most cost effective, reliable manner; presentation of data to Staff, Administration, Board and Council member; training employees in the operation of a computerized transmission/distribution system monitoring/control system.

3. Special Qualifications:

Must possess or be able to obtain Red Cross Certification in Cardio-Pulmonary Resuscitation. May require various OSHA certificates and/or training. Must have a valid Utah Operator's License.

4. Work Environment:

While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

*(Employee)*