

Power Engineering Manager

DEPT:	Power	FLSA:	Exempt
DIV:	Planner/Engineering	EEOC:	Professionals
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **technical administrative, professional and managerial** duties related to planning, organizing, coordinating, general power operations, including power service development, design, engineering, installation, distribution, transmission, metering and maintenance.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Power Director.

SUPERVISION EXERCISED

Provides general guidance and direction to division employees through subordinate Substation Supervisor and Metering Systems Supervisor. Provides close to general supervision to Planner/System Designer.

ESSENTIAL FUNCTIONS

Attends departmental planning meetings to correlate the growth of the city and to review and make recommendations on the approval or disapproval of future subdivisions or similar projects as related to power system capabilities and impact; directs and coordinates with the city engineer and other department heads in the planning and approval of power service extensions.

Determines work priorities related to power lines, substations, tree trimming, meter maintenance and power distribution for power system; develops guidelines and deadlines, initiates studies consistent with EPA and OSHA compliance requirements; supervises staff; performs critical incident or emergency decision making related to city power systems and commits city resources.

Directs and manages the design of various work projects; reviews and prepares plans and specifications; prepares preliminary project feasibility studies; prepares cost estimates.

Initiates and coordinates with administrative offices regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Directs and performs the engineering design of power layouts for all new commercial and residential developments; reviews, checks for accuracy, makes revisions, and approves project plans and contracts; organizes all planning projects; prepares cost estimates of infrastructure for bonding and recording of all developments; review plans for new developments within the city and provide input regarding power issues to be review by the Planning Commission and City Council; update and enforce the power section of the Lehi City Design Standards.

Coordinate architects, engineers, developers and contractors regarding proper design and installation of all power infrastructures; Coordinate with crews to insure timely installations and extensions of power to new development; monitor infrastructure work in progress to assure quality, safety, and timely completion;

Participate with subordinate Power Field Supervisors (crew foremen) to identify issues or problems from field observations, and make recommendations and conduct general technical analysis of operations to anticipate and prevent line problems such as overload or equipment failure, conductor size, switches, fuses, substation reclosures, etc.

Prepares project material specifications for design and construction of distribution, substation, generation, and transmission work; assists the department head in budget preparation; represents power department in various technical meetings upon request of the Energy Director.

Assists in researching and setting power rates; drafts power system plans, researches and writes various reports including transmission design, distribution design, fault studies, load forecasts and system coordination and regulation.

Make recommendations for line specifications on new construction and circuit enhancement.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in electrical engineering or related engineering discipline;

AND

B. Eight (8) years of progressively responsible experience in electrical engineering or related field, two (2) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of power line design and construction techniques; commercial, residential, underground and overhead Electrical Codes, particularly the National Electrical Safety Code (NESC) and the National Electrical Code (NEC); Lehi City Design and Development Standards; SCADA and Arc Info GIS Systems; power generation and its costs; underground and overhead distribution design; transmission systems and design; single and three phase metering; contract writing and negotiation; electrical systems and power flows and electrical equipment. **Considerable knowledge of** basic A.C. electrical theory including load calculations, wire sizing, fusing, transformer connections and grounding practices; principles of supervision; organizational communication, design, and motivation techniques; business and technical writing. **Working knowledge** the legal environment related to power system operations.

Ability to analyze a variety of electrical system problems and make recommendations; design and draft power delivery systems; coordinate a variety of generation and distribution system engineering matters between executives and department heads; perform cost analysis; plan, organize, direct and supervise the effective working relationships with executives, administrators, managers, boards, department heads, employees and the public.

3. Special Qualifications:

Must be a licensed Professional Electrical Engineer.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. 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.

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)