



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Director of Electric Engineering & Operations **STATUS:** Exempt / Non-union
REPORTS TO: General Manager **RANGE:** 55

POSITION SUMMARY: The Director of Electric Engineering and Operations is responsible for planning the programs of the Electric Division. The Director does this by directing the programs and activities of the division through the direct reports, coordinating the engineering, construction and operations/maintenance of electric facilities according to short and long range program objectives and evaluating division goals, objectives and program accomplishments.

The Director serves as one of the top management positions that form the General Manager's Executive Management Team. This team conducts short and long range planning, coordinate activities among divisions and formulates policies for the Board's consideration as well as approving administrative procedures. General instructions are received from the General Manager establishing problem definitions and timing requirements. Work requires numerous contacts with all utility divisions, various outside public municipal and regulatory organizations, companies and other utilities. Work performance is reviewed for the effective functioning of the division for the accomplishments of division objectives within budget constraints and for the effective and efficient management of financial and human resources. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains positive, cooperative and team oriented interpersonal relationships with fellow employees and supervisors.
3. Demonstrates and models exemplary leadership to all employees.
4. Evaluates the overall operation of the division including: systems, productivity, staffing requirements and establishing and achieving goals.
5. Provides a positive, inspiring and motivating work environment for staff.
6. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
7. Creates and supports a safe work environment to prevent work related injuries.
8. Documents personnel actions according to policies and procedures with the guidance of the HR Manager.

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9. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.
10. Plans and conducts orientation of new employees.
11. Promotes and supports on-going education and training of staff to ensure the highest quality performance standards to meet the changes in a dynamic utility industry.
12. Openly and effectively collaborates and communicates with directors and managers to identify and solve problems and to coordinate resources.
13. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
14. Develops new job descriptions as needed and reviews current job descriptions annually.
15. Maintains confidentiality of organizational and staff information.
16. Recognizes contributions and celebrates small and big individual and team accomplishments.
17. Delegates challenging and meaningful responsibilities to staff to ensure their on-going development and success.
18. Manages the division's budget to ensure that the division stays in budget.
19. Provides for technically sound and cost effective electric utility design.
20. Directs the coordination of the construction of all electric division facilities to ensure that projects are within budget and completed in a timely manner.
21. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget for each assigned division and/or department.
22. Directs the preparation of the electric division's annual capital and operating budget, which is consistent with utility operating criteria and revenue constraints.
23. Conducts management and system planning to determine adequacy of facility planning; reviews power system facility requirements for the utility; develops facility recommendations to meet these requirements and monitors system utilization, revising project recommendations as necessary.
24. Coordinates capital construction requirements, load projections per feeder, system operations requirements to develop an operating and construction budget.
25. Assists the Board and the General Manager in establishing and attaining utility goals and objectives by evaluating the role of the electric division in accomplishing the utility objectives and establishing the direction and strategies for the division's departments.

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26. Establishes the necessary programs with the other division directors to meet utility goals.
27. Provides technical and operational review as requested by the General Manager and the Board for specific projects, both internal and external, to the utility.
28. Provides project coordination to ensure the efficient and timely completion of all electric service related facilities; reviews that completeness of project development and coordination; develops methods, policies or procedures to improve the effectiveness of project management; monitors project status and revises policies, procedures and schedules as required.
29. Monitors the applicability to electric division operations of all adopted codes, regulations and the rules at the local, state and federal levels, revises and develops policies and procedures as required to allow conformance to those rules and regulations with which the electric division should comply; monitors the ability and success of the electric division in complying to applicable codes, rules and regulations.
30. Ensures compliance of SUB work rules, policies, procedures and safety practices.
31. Provides for technically sound and cost-effective electric facility design; review both in-house and consulting design engineering support for electric facilities to ensure minimum standards of service reliability at minimum cost; reviews and develops system performance procedures to validate the acceptability of design criteria; effects changes in design criteria as required to meet the utility's service standards.
32. Evaluates the facility records and mapping to allow proper electric system design, operation and maintenance.
33. Directs the coordination of the construction of all electric division facilities to ensure that projects are within budget and completed in a timely manner; reviews facility requirements and construction capabilities to establish construction schedules; ensures safe and cost-effective construction efforts through policy, procedure and systems review and development; monitors project construction status and required schedule revisions; provides construction related information to management for evaluating overall company goals.
34. Ensures acceptable levels of electric system operation and maintenance to meet service reliability requirements.
35. Maintains an inventory of materials which meets system construction requirements and capital restraints including responsibility for purchasing all electric division materials and supplies and complying with all required legislative mandates for public agency purchasing processes.
36. Maintains valid Oregon driver's license and good driving and safety record.
37. Maintains reliable and predictable attendance.

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Marginal Functions

38. Acts in the absence of the General Manager to respond to issues and make decisions.

39. Represents SUB at public presentations.

40. Monitors competitive position in relation to other electric utility providers

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Maintaining a cooperative and helpful attitude toward fellow employees
- Being professional, honest, courteous, loyal and respectful to others in your conduct
- Positively accepting suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Electric Engineering Manager, Standards & Planning Engineer, Line Superintendent, Buyer, Fleet and Warehouse Supervisor, Administrative Assistant

MINIMUM QUALIFICATIONS

Experience

- Must have a minimum of eight years of experience in electric utility engineering and four years of management and supervisory experience

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Knowledge, Skills & Abilities

Demonstrated excellence and competency in the following areas:

- Model behavior and exemplary leadership skills to motivate, coach and develop highly skilled, efficient and productive teams
- Considerable knowledge in the design of electric distribution and transmission facilities
- Knowledgeable of applicable regulations and codes relating to the operation of an electric utility to ensure compliance
- Vision, strategic short and long-term planning, and budget preparation skills Managerial and operational skills to lead multiple departments with diverse functions
- Ability to evaluate, communicate, and implement best-practices and systems to optimize SUB's specific needs.
- Electric utility construction, operations, maintenance and safety
- Excellent oral and written communication skills
- Proficiency in MS Office applications; skilled in spreadsheet applications, and basic knowledge of AutoCAD software
- Excellent judgment skills in the use of tact, diplomacy, and courtesy with customers, employees and vendors
- Employee recognition and celebration
- Project and workflow management
- Complex problem solving and decision making
- Time management
- Organizational and interpersonal skills
- Manage difficult and challenging personnel and operational situations

Education

- Bachelor's degree in electrical engineering with the ability to obtain a Professional Engineer (PE) certification.

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maximum alertness and concentration.
- **ABILITY TO DEAL WITH STRESS:** Interacts with co-workers, supervisors and the public; thinks and reacts quickly and calmly in a stressful situation.
- **VISION:**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents, and computer screens.
 - Color vision:** Judges red, green, and yellow traffic lights adequately to drive vehicles on highways.

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Peripheral vision/depth perception: Maintains full field of vision in all directions to assess proximity to energized wires to workers, movements of bucket truck and other equipment.

Color vision: Judges red, green, and yellow traffic lights adequately to drive vehicles on Highways

- **HEARING:** Hears adequately to operate a two-way radio and telephone.
- **SPEECH:** Speaks clearly, communicating by two-way radio and telephone.
- **STANDING:** The worker stands on dirt, concrete, asphalt, or solid floors for 20% of the workday.
- **SITTING:** Worker sits on a bench-style pickup seat one-half hour maximum at one time while traveling to a job site on an occasional basis. Total sitting is three hours or more a workday.
- **WORKER MOBILITY:** Can change position frequently.
- **WALKING:** Rarely walks one-half mile at a time on uneven ground. Total walking per shift is 0% - 10%.
- **LIFTING/CARRYING:** 0 -10 lbs. – continuously; 11-20 lbs. – frequently; occasionally worker may carry boxes of office supplies and move office furniture.
- **PUSHING/PULLING:** Limited to opening doors.
- **REACHING/HANDLING:** Not usually required.
- **TWISTING:** Rotates head fully to both sides to observe equipment and workers while standing on the ground.
- **CLIMBING:** Occasionally climb stairs on business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Occasionally performs a variety of light tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy, or icy conditions. Exposed to noise from traffic construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps, and tree trimmer chippers for less than one hour per day. Hearing protection is provided. Exposed to numerous types of pollen depending on location, season or climatic conditions. Bee/wasp stings, animal bite, or poison oak may also occur.