



## SPRINGFIELD UTILITY BOARD

### Job Description

---

**TITLE:** Electric Engineering Manager

**STATUS:** Exempt / Non-union

**REPORTS TO:** Director of Electric Engineering and Operations

**RANGE:** 49

**POSITION SUMMARY:** The Electric Engineering Manager serves as part of the Electric Division management team. This position leads, plans, evaluates and manages the activities of the Electric Engineering, Substation, and Metering departments. Assignments are received in the form of program elements and performance is based on the effectiveness for directing the activities of staff in accomplishing program objectives. Work performance is further evaluated on the completion of departmental work plans and activities in a timely fashion and for the effective functioning of the departments. 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 professionalism and effective teamwork in the performance of job duties.
3. Demonstrates and models exemplary leadership to all employees.
4. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget for assigned departments.
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. Documents personnel actions according to policies and procedures with the guidance of the HR Manager and supervisor.
8. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.
9. Ensures compliance of SUB work rules, policies, procedures and safety practices.
10. Plans and conducts orientation of new employees.
11. Openly and effectively collaborates and communicates with directors and managers to identify and solve problems and to coordinates resources.

## **Page 2 – Electric Engineering Manager**

12. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
13. Develops new job descriptions as needed and reviews current job descriptions annually.
14. Maintains confidentiality of organizational and staff information.
15. Recognizes contributions and celebrates small and big individual and team accomplishments.
16. Delegates challenging and meaningful responsibilities to staff to ensure their on-going development and success.
17. Manages the engineering of distribution, transmission and fiber optic systems.
18. Manages the operation and maintenance of the substation and metering facilities.
19. Manages the engineering for substation, metering, and SCADA systems.
20. Provides engineering design service for new and retrofit electric services for customers.
21. Manages engineering design work on major capital improvement and major street improvement projects for transmission and distribution facilities.
22. Directs the activities of subordinates through assigning, coordinating and evaluating program and project accomplishments of staff.
23. Collaborates with the Director in planning the engineering, operations, and maintenance activities of the division as well as long term strategic planning for substation protection and SCADA systems.
24. Reviews plans and reports prepared by design professionals in support of land development and building construction proposals, providing feedback and making recommendations consistent with SUB's objectives and/or sound engineering practices for consideration by appropriate authorities.
25. Makes recommendations for program activities necessary to meet division goals; provides capital needs forecasts, cost estimates and appropriate supportive documentation for annual and long-range budgeting.
26. Ensures electric distribution, transmission, fiber optic cable, and substation facilities are constructed to SUB's standards, and the National Electrical Safety Code (NESC) and the National Electric Code (NEC).
27. Manages and oversees the mapping of electric facilities.
28. Often acts as project manager for major projects.
29. Maintains valid Oregon driver's license and good driving and safety record.
30. Maintains reliable and predictable attendance.

## **Page 3 – Electric Engineering Manager**

### ***Marginal Functions***

31. Serves as a supervisor-on-call as assigned.
32. Manages the purchasing and billing (streetlights, attachments, damages, etc.) functions for the Electric Division.
33. Manages the electric facilities database, inspection programs for facilities and the Electric Division management reporting systems.
34. Manages the distribution transformer: purchases, stock, evaluation of bids, evaluation for repairs and load management.

*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 formally or informally, either 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
- Being professional, honest, courteous, and respectful to others in your conduct
- Being responsive to 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**

- Staff Electrical Engineer, Engineering Technician 1 - 3, ESC Computer Systems Technician, Customer Service Representative, Relay and SCADA Engineer, Electric Foreman, Journeyman Station Wireman, Journeyman Substation Metering/Technician

### **MINIMUM QUALIFICATIONS**

#### ***Experience***

- Minimum of seven years of experience in electric utility engineering
- Three years of supervisory experience

## Page 4 – Electric Engineering Manager

### *Knowledge, Skills & Abilities*

- Knowledge sufficient to manage processes and employees in the standards, design, construction, operations, maintenance and safety of electrical distribution and transmission facilities
- Knowledge sufficient to manage processes and employees in standards, design, construction, operations, maintenance, and safety of electrical substation facilities for transmission and distribution.
- Knowledge sufficient to manage processes and employees in standards, construction, and maintenance of electric metering facilities.
- Demonstrates consistency and excellence in the following areas:
  - Positive leadership qualities; viewed as a positive role model by others
  - Team work, coaching skills ability to train others
  - Consistently communicates positively and effectively with co-workers
  - Models exemplary behavior
  - Uses sound judgment and exhibits creative problem solving skills
  - Makes appropriate decisions within scope of authority
  - Excellent planning and organizational skills

### *Education*

- High school diploma or equivalent
- A Bachelor's degree in electrical engineering or other applicable degree or a high school diploma with equivalent training and experience through extensive related work experience
- A Professional Engineering License (PE) preferred

## **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.
  - 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.

## Page 5 – Electric Engineering Manager

- **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 positions 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 climbs stairs at 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 bites or poison oak may also occur.

Revised: January 4, 2018