

**MAJOR FUNCTION**

This is highly responsible technical, supervisory and administrative work that provides supervision and engineering support in one of the operational areas within the Electric & Gas Utility. An incumbent is a subject matter expert in the assigned area and is responsible for supervising highly technical engineering, operational or administrative work such as complex design engineering, safety engineering services, system operations, field operations, complex engineering studies and analysis, training support, project management, quality assurance, budgeting, purchasing, operation/maintenance of electric utility facilities or systems. Incumbents work with extensive independence under the general direction of an Assistant General Manager or Plant Manager. The work is reviewed through observations, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

ALL: Plans, schedules, assigns, and trains subordinate personnel. Ensures work is done in a professional, competent and safe manner. Assists in the overall planning, design, construction, operation, and maintenance of the City's Electric & Gas Utility facilities. Develops budget, scope of work documents, and performs project engineer or manager duties on various projects and programs. Reviews specifications and plans, evaluates vendor proposals, and provides recommendations for purchases. Prepares and reviews technical, economical, and other reports. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Requires the use and exercise of independent judgment. Assists in preparation of the Division's budget. Performs various administrative activities and functions. Ensures compliance with applicable reliability and environmental standards. Acts as the subject matter expert with respect to applicable reliability standards. Performs other duties as required.

**POWER DELIVERY - LINES AND SERVICE OPERATIONS:** Responsible for the day-to-day operations of Electric Power Delivery line and service crews and vegetation management crews. Oversees the planning and scheduling of all construction and maintenance activities associated with the City's transmission and distribution facilities including vegetation management. Coordinates construction and design standards with engineering. Develops and implements response and recovery plans during storm events. Ensures compliance with applicable North American Electric Reliability Corporation (NERC) reliability standards and acts as the subject matter expert on these standards.

**POWER DELIVERY - SUBSTATION/TRANSMISSION ENGINEERING/OPERATIONS:** Responsible for the engineering design for all Electric Transmission and Substation facilities and the day-to-day operations of the Electric substation crews. Ensures transmission and substation designs are developed and implemented consistent with generally accepted engineering practices and City standards. Coordinates the day to day operations of the substation's operations team. Provides engineering and operational support during storm and system upset events. Ensures compliance with applicable North American Electric Reliability Corporation (NERC) reliability standards and acts as the subject matter expert on these standards. Oversees the planning and scheduling of all construction and maintenance associated with the city's substations facilities and new transmission line construction.

**POWER DELIVERY - DISTRIBUTION ENGINEERING:** Responsible for the engineering design for the Electric distribution system. Coordinate new service needs with customers/developers. Develops detail engineering design for use by Distribution Operations and contractors for construction of the

new facilities. Coordinates design and construction work with Line and Service operations. Coordinates with other City departments and developers/customers on new services and conversion of existing services. Develops cost estimates and design for existing facility conversions. Oversees the Electric rights-of-way activities. Oversees the design and coordination of street and area lights. Provides damage identification work during storm and other emergency situations.

**SYSTEM OPERATIONS – CONTROL CENTER OPERATIONS:** Responsible for the operations of the Electric Control Center in the safe and reliable supply of electricity to the City's customers. Oversees the daily operations and dispatch of the City's electric system and coordinates Bulk Electric System (BES) operations with adjoining utilities. Ensures compliance with applicable North American Electric Reliability Corporation (NERC) reliability standards. Qualifies Electric System Operations consistent with FERC, NERC and SERC reliability standard requirements. Represents the City on the FRCC ORS Committee.

**SYSTEM OPERATIONS - SYSTEM PROTECTION AND COMMUNICATIONS AND METER OPERATIONS:** Responsible for the Electric Utility system protection (relays), communications and metering systems. Performs system studies to establish protective relay settings. Oversee the installation, maintenance and calibration of all protective relays except for those below the generator level at power plants. Oversees the installation and maintenance of Electric owned fiber network. Ensures compliance with applicable North American Electric Reliability Corporation (NERC) reliability standards. Oversees the installation, testing and maintenance of the City's electric meter shop and metering system. Ensures metering is documented and accurate.

**SYSTEM OPERATIONS – POWER MANAGEMENT AND CONTROL:** Responsible for operation and support of the technical hardware and software support for the power management and control system utilized by the City's electric control center and the Electric Utility GIS mapping functions. Ensures compliance with applicable North American Electric Reliability Corporation (NERC) reliability standards. Plans, evaluates, and administers implementation of all hardware and software improvements to the power management and its associated peripheral controls systems to enhance the electric and control system. Trains System Control Operations and supervisory staff in the use of Supervisory Control and Data Acquisition/Automatic Generation Control (SCADA/AGC), advanced applications programs and power management peripheral control systems.

**GENERATION:** Responsible for plant engineering support and oversight of assigned plant personnel. Coordinates with and supports power plant operations and maintenance staff to ensure safe and reliable plant operations. Acts as the project manager for capital and operating projects. Provides oversight and direction to third part contractors during outage events. Provides technical support during emergency situations. Responsible for power plant water operations.

**SYSTEM INTEGRATED PLANNING:** Responsible for direct supervision of assigned planning staff in the development of long-range planning for the City's Electric system. Directs, plans, conducts and reviews computer simulated system studies, analyses and reports as required. Forecasts energy requirements and peak loads for budgetary, operation and planning purposes as required. Provides real time studies and analysis to support the reliable operations of the Electric system

Other Important Duties

Participates in coordination activities, joint studies, and contract negotiations with other utilities. May act in the absence of their respective Assistant General Manager or Plant Manager. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the modern practices, methods, techniques and equipment used in activities involved in one or more of the technical areas (Distribution Operations, System Operations, Generation, Electric System Planning). Thorough knowledge of the use and care of equipment and systems associated with the respective technical area. Thorough knowledge of the City's electric system. Thorough knowledge of budgeting and cost accounting principles. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects and use them in drawing plan specifications. Ability to supervise and direct subordinate technical and operational personnel. Ability to read, understand and apply applicable City policies, procedures, rules and work processes. Ability to read, understand and apply applicable regulatory requirements (safety, environmental, reliability). Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to manage complex projects and assignments for prolonged periods of time. Ability to manage change. Ability to maintain records and coordinate and/or supervise subordinates or assigned contractors. Ability to comprehend, and the leadership to seek resolution of, complicated problems and to issue highly technical written and oral instructions. Ability to maintain effective working relationships with fellow employees, contractors and the public. Ability to communicate clearly and concisely orally and in writing. Ability to safely work extended hours during storm and other emergency situations. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in engineering, or a related field and five years of professional experience that includes the planning, design, operation, and maintenance of electric facilities. Two years of the experience must include supervisory experience. Three years of project manager experience can be substituted for the direct supervisory experience.

**POWER DELIVERY - LINES AND SERVICE OPERATIONS and SYSTEM OPERATIONS – CONTROL CENTER OPERATIONS:** Possession of a bachelor's degree in engineering, or a related field and five years of professional experience that includes the planning, design, operation, and maintenance of electric facilities; or possession of a high school diploma and nine years of professional experience that includes the planning, redesign, operation and maintenance of electric facilities. Two years of the experience must include supervisory experience.

**SYSTEM OPERATIONS – POWER MANAGEMENT AND CONTROL:** Possession of a bachelor's degree in engineering, computer science, or a related field and five years of professional experience that includes the planning, design, operation, and maintenance of electric facilities. Two years of the experience must include supervisory experience. Three years of project manager experience can be substituted for the direct supervisory experience.

**Necessary Special Requirements**

Employees in this classification that are required to have unescorted access to the Electric Control Center will be required to complete a personnel risk assessment consisting of an identity verification and seven-year criminal history screening (minimum) and maintain satisfactory clearance for continued employment.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

An employee assigned to the Purdom or Hopkins Power Plants must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

Employees assigned to the Purdom or Hopkins facilities must obtain within one year, and maintain for continued employment, HAZMAT and oil spill certifications within one year of employment.

When assigned as the System Operations – Electric Control Center, incumbent must be certified as an Electric System Operator by the North American Electric Reliability Council (NERC) at the Reliability Coordinator level at the time of initial employment/assignment.

When assigned to System Operation – Electric Control Center, incumbent must be able to distinguish between red and green.

When assigned to System Operations – Electric Control Center, pursuant to NERC and FRCC Reliability Coordinator requirements, incumbents must be able to communicate clearly, both orally and in writing, using the English language.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager-Electric and/or the director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Possession of a valid Class E State driver's license at time of appointment.

Established: 09-02-17

Revised: 12-22-18

03-26-20

06-06-20