

POWER ENGINEERING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Power Engineering Division within the Electric Department, including power engineering and design activities and new services functions; to coordinate division activities with other divisions, departments or agencies; and to provide highly responsible technical support to an Assistant Electric Utility Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Electric Utility Director.

Exercises direct supervision over assigned supervisory, professional, technical and administrative staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct Power Engineering activities including professional power engineering and new services functions.

Direct, oversee and participate in the development of the Power Engineering Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Power Engineering Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Provide detailed and high level engineering oversight for projects related to operation, design, and construction of transmission, distribution, and generation systems.

Prepare documentation and develop procedures to comply with NERC and WECC reliability standards; provide technical direction for the implementation of new reliability standards and provide data in support of NERC/WECC audits.

Prepare and administer the capital improvement budget including preparation of cost estimates for budget recommendations; administer approved CIP budgets.

Establish schedules and methods for design and construction of engineering projects; initiate and conduct engineering planning studies to identify a variety of Electric facilities' needs.

Develop staff labor rates and monitor division revenue projections and collections.

Complete complex calculations and electric designs to support Capital Improvement Projects and field operations including generation and maintenance support.

Perform system analysis and conduct related reliability review for both electric distribution and sub-transmission systems; perform annual circuit and substation load forecasts and five year 60 kv system forecasts.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare and present technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of electrical engineering planning, forecasting, design and construction as applied to an electric utility projects, and/or private development projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles of electrical engineering related to utility power generation and electrical transmission and distribution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment including AutoCAD, GPS, GIS, ArcView, ArcInfo and software related to specific department operations.

Principles and practices of organizational analysis and management.

Budget procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Ability to:

Organize, implement and direct Power Engineering operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional engineering experience related to electric utility operations, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in electrical engineering or a related field.

License and Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a certificate of registration as a Professional Electrical Engineer.

Possession of a certificate of registration as a Professional Electrical Engineer in the State of California within 18 months of appointment.

07-10-14	
02-09-13	Power Engineering Manager
08-15-09	Electric Engineering Manager
03-31-98	Electric Power Engineering Manager
07-05-90	
10-01-88	Electrical Engineering Manager
02-01-87	
01-08-86	Electrical Engineer
06-09-80	Electrical Engineering Technician II
07-01-79	Electrical Engineering Technician
10-30-83	
-67	
-65	
-64	Electrical Estimator