

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Electrical Engineering Manager
JOB CODE: 632
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: Utilities/Electric Distribution
SUPERVISOR: Deputy Utility Manager-Power Supply

Position Summary:

Under general supervision of the Deputy Utility Manager-Power Supply, plans, designs and implements improvements to the electric distribution system to optimize reliability. Oversees and performs fault studies, loads forecasts and system coordination. Coordinates with operations personnel to improve system performance and safety. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Essential Duties & Responsibilities:

- Supervises personnel, including recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Manages daily operations of and in responsible charge of electrical distribution engineering functions, including establishing work priorities, which involves the organization of personnel, equipment and materials to complete maintenance and construction projects, and assists in resolving problems related to the day-to-day operations.
- Participates in development, implementation and maintenance of policies, objectives, short and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Prepares budgets, evaluates the need for and recommends additional equipment, resources and personnel. Reviews and controls expenditures in accordance with approved budget; monitors work of contractors/vendors; reviews material and labor costs, maintains all invoices.
- Independently performs a full range of engineering duties associated with electric distribution, electric distribution equipment, demand forecasting and commercial metering.
- Analyzes, evaluates and maintains database of system protection operation, control upgrades, and electric system configuration to assure maximum reliability.
- Manages projects and performs engineering work involved in the planning, design, construction, inspection and acceptance of utility facilities and infrastructure.
- Coordinates with and supports electric distribution crews on preventative maintenance tasks.
- Prepares and evaluates requests for proposals, evaluates and awards bids within established guidelines. Manages projects and contracts in the construction phase, oversees contractor work, inspects work in progress, performs final inspection, processes invoices and recommends acceptance of capital improvement projects.
- Tracks job costing and electric inventory for electric distribution related projects. Evaluates existing system and recommends improvements.

- Performs analysis and modeling of electric system, including fault studies, load forecasts and system coordination.
- Maintains current list of specifications for all distribution electrical equipment and periodically reviews and updates the utility electric construction standards.
- Develops, prioritizes, schedules and tracks preventative maintenance measures with electric distribution supervisor and management.
- Provides technical assistance to other county departments and coordinates Department of Public Utility projects with other county departments as required.
- Reviews and approves SAIDI for electric distribution system on a monthly basis.
- Represents Department of Public Utilities in meetings with the Utility Board, County Council, outside agencies and operating committees.
- Implement changes to operating procedures, policies and practices to keep Department of Public Utilities, electric distribution and generation systems in compliance with electric safety and regulatory requirements.
- Evaluates performance of new and existing operations and provides guidance, direction and training to work crews. Supervises, plans, and accomplishes the training needs of electric distribution crew.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in Electrical Engineering or related field.
- Seven years' experience in electric distribution design and operations.
- Two years of supervisory experience or as a project lead or in project management.
- New Mexico Professional Engineer or registration in a different state with the ability to become registered in New Mexico within six months of employment.
- Must possess, or ability to obtain within first thirty days of employment and maintain a valid New Mexico Class "D" driver's license.

Preferred Qualifications:

- Five years experience with power system studies, implementing and trouble shooting fuse and relay coordination.

Knowledge, Skills, and Abilities:

- Knowledge of supervisory principles and practices.
- Knowledge of contracts and grants preparation and management.
- Knowledge of EPA, NESC, OSHA, and minimum electrical safety compliance.
- Knowledge of electric distribution system operations, emergency restoration and electric circuit laws.
- Knowledge of equipment to locate faults, safe maintenance/operation procedures for the electric distribution system.
- Knowledge of occupational hazards and of safety precautions related to the electrical system.
- Knowledge of project management principles and practices.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, financial systems, and presentation software (such as PowerPoint).
- Skill in writing standard operating procedures.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to carry out instructions provided in verbal or written format.
- Ability to communicate effectively, both verbally and in writing.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to gather data, compile information, and prepare reports.
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise.
- Ability to safely operate and train others in the safe operation of department's equipment and tools.
- Ability to manage construction projects, schedule work phases and coordinate contractors and vendors around other on-going work.
- Ability to plan, schedule, analyze and make recommendations that will improve the productivity of the operation.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed in both indoors in a professional office setting and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend and holiday work may be required on short notice.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Director: _____ Date: _____
(signature)

Reviewed: Archived FY12 Revised: 1/14/2019