



Engineering Manager

Department: Engineering and Operations

Reports to: Chief Operations Officer

FLSA Classification: Exempt

Directly Supervises: System Engineer, Engineering Technicians, and GIS Specialist

Salary Range: \$97,000-\$146,000

Date: March 1, 2021

Job Statement

Directs the daily operations of the substation and engineering employees.

Essential Functions

1. Responsible for the safe and efficient operation, maintenance, installation and/or modification of distribution facilities and substation equipment.
2. Coordinates design and construction of new facilities and manages upgrades of existing facilities.
3. Creates a plan to replace obsolete or failed equipment and selects new equipment.
4. Repairs or replaces defective substation equipment.
5. Responsible for inspection and maintenance documents.
6. Responsible for Spill Prevention, Control, and Countermeasure (SPCC) plans and is deemed the "Spill Response Coordinator".
7. Coordinates design and construction of new substations with design engineer.
8. Reviews and approves final plans and prints to ensure Association's needs are met.
9. Acts as a construction inspector, reviewing construction progress.
10. Tests metering, control components, and protective schemes prior to commissioning.
11. Inspects and approves all equipment commissioning reports.
12. Verifies all construction and maintenance practices adhere and comply with NESC, ANSI, IEEE, RUS, and OSHA regulations and comport with Association safety compliance.
13. Facilitates commissioning with Line Superintendent.
14. Performs all load checks upon energization of new equipment and determines it is satisfactory to put in-service.
15. Trains employees on the use and operation of new substation equipment.
16. Manages substation upgrades, balances standardization and modernization of equipment, and determines when to upgrade substation equipment.

17. Responsible for assigning equipment numbers and designations.
18. Responsible for substation phasing (phasing to system grid).
19. Responsible for monthly substation inspections, routine and corrective maintenance actions.
20. Supervises and evaluates monthly substation inspections results.
21. Records meter data and feeder min/max quantities monthly.
22. Tests transformers, reclosers, circuit breakers, and regulators that are believed to have failed and/or for routine maintenance purposes.
23. Performs substation equipment oil testing and bi-annual requirement to test transformers (DGA, Oil-Quality, PF, etc.) and manages test results and implements remedial work when situation dictates.
24. Responsible for programming and testing micro-processor based recloser controls, regulator controls, and protective relaying devices.
25. Updates engineering drawings, prints, wiring diagrams, and electrical schematics to make certain all changes and revisions are documented for "Record Use".
26. Manages substation Operations and Maintenance manuals and other pertinent documents.
27. Manages all associated test equipment required for testing and maintenance purposes.
28. Supervises the work order process and ensures that work orders are completed and closed out of the tracking system properly.
29. Maintains familiarity with software packages and equipment that can improve engineering operations.
30. Delegates requests for new service and service upgrades to Engineering Technicians.
31. Provides technical support to Engineering Technicians and GIS Specialist as necessary.
32. Works closely with Line Superintendent to coordinate work on large jobs.
33. Provides notice to Purchasing Manager of large or special material needs.
34. Holds regular meetings with engineering team to determine problems, attitudes, and needs that exist and develop a plan to address them.
35. Works closely with accounting to close out work orders properly.
36. Keeps current on updates to the NESC.
37. Makes sure maps are up to date.
38. Schedules pole inspections.
39. Reviews designed work orders for accuracy and thoroughness before release for construction.
40. Provides equipment and software to keep up with technology.
41. Studies software to help team maximize effective use.
42. Makes sure team uses software and hardware to minimize errors and keep data synchronized across all computer platforms.
43. Helps develop work plans for system maintenance and improvement.
44. Assists in annual budget planning.

45. Assists Line Superintendent during major outages as needed.
46. Works with System Engineer to solve engineering problems as needed.
47. Maintains member relations by working with Engineering Technicians to meet member requests and resolve complaints.
48. Determines underground and overhead construction needs to meet specific construction jobs.
49. Explains construction requirements to members as needed.
50. Networks with other cooperatives to share ideas to improve operations.

Minimum Job Specifications

Education/Experience

High school diploma or equivalent is required

Bachelor's degree in Electrical Engineering or equivalent

Ten years combined education, experience and working knowledge of utility systems, construction, operations, and maintenance involving troubleshooting, testing, and repair of substation equipment and distribution facilities

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending, climbing, kneeling, and reaching, and occasionally lifting up to 25 pounds.
2. Requires finger dexterity, good vision, and hearing.
3. Required to speak English clearly.
4. On a daily basis, requires attention to detail; the ability to read, write, and perform basic math.
5. Travel by company vehicle is required.
6. Occasional travel by commercial means is required.
7. Office equipment used frequently includes personal computers, related software, copier, printers, and fax machines.
8. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees.
9. Use and knowledge of safety equipment required and provided.

Certificates/Licenses

Must have valid Colorado driver's license

Professional Engineer License or ability to obtain within 1 year

Ability to obtain professional certifications as required by the Association

Other Necessary Qualities

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity
6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic
9. Flexibility and adaptability
10. Self Confidence
11. Punctual work attendance
12. Professional appearance and demeanor
13. Ability to manage through people

Equal Employment Opportunity Statement

The Association is dedicated to the principles of equal employment opportunity. The Association prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, and local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.