



PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON
Job Description

POSITION TITLE:	Engineering Director		
PURPOSE OF POSITION:	Oversee the Engineering, Substation, and Meter Departments to support the District's systems to deliver safe and reliable utility services to our customers.		
REPORTS TO:	General Manager		
DEPARTMENT:	Engineering		
SUPERVISES:	Engineering, Meter, and Substation Department Personnel		
SALARY LEVEL:	18	FLSA:	Exempt
UNION AFFILIATION:	None		

DUTIES AND RESPONSIBILITIES

Department Management, Oversight, and Supervision

- Direct the activities of, and provide technical assistance to, assigned District employees, contractors, and consultants on design, construction, and specifications of customer projects, new construction, system improvements, and other projects.
- Supervise both union and non-union employees. Identify and assure proper training for all employees, complete employee evaluations, and maintain employee performance records as required.
- Develop and implement strategic plan goals, engineering and power system construction goals, including system load and power flow studies; financial plans; system planning, design and implementation.
- Direct workloads, planning, and scheduling programs; ensure maintenance and improvement of record keeping systems including GIS, maintenance, and other records of District facilities.
- Direct and coordinate electrical system design including system protection and compliance with environmental regulations; ensure that system reliability and power flows are maintained for both existing and future requirements.
- Build and maintain effective and efficient work processes, procedures, and a good working environment.
- Support Operations on Transmission, Substation and Distribution technical issues as required.
- Ensure assigned departments work in close collaboration with Commissioners, the General Manager, and other departments and employees to meet the expectations of customers, the community, and District-established goals and strategies.

Electrical System Standards and Regulatory Compliance

- Administer the District's program for compliance with NERC Reliability Standards and the WECC Regional Reliability Standards.
- Ensure electrical systems conform to the District's and applicable standards of reliability while meeting economic and load requirements.
- Ensure District engineering standards for materials and construction practices are kept up-to-date and in compliance with all applicable standards and regulations.

Miscellaneous Administrative Activities

- Direct the development and administration of the District's annual capital improvement budget.
- Direct preparation of specifications for: evaluation of and recommendations for appropriate action regarding contractors' bids on major electrical equipment and selected facilities construction.
- Direct the preparation and maintenance of electrical system protection standards and ensure that the electrical system complies with applicable control, relaying, fusing and load balancing requirements.
- Assist and make recommendations for succession planning and participate in District recruitment processes.
- Provide technical assistance to other departments within District.
- Develop departmental goals and objectives and departmental budgets.
- Participate in call duty for coordinating work outside regular work hours.
- Assist in supervision and determining staffing levels required during major outages to coordinate the District's restoration activities.
- Maintain and submit pertinent records as required.
- Serve on assigned committees and projects.

QUALIFICATIONS

Knowledge, Skills, and Abilities (KSAs)

- Thorough knowledge of all phases of electric system design, construction, and operation is required. Including but not limited to: planning; power line construction methods in transmission, distribution and secondary levels; standards; substations; SCADA; high voltage breakers; power transformers; metering; protection and other miscellaneous material and equipment.
- Strong technical and analytical abilities related to various electrical engineering and system issues i.e.: transformer connections, relay applications and protection, wiring diagrams, load and power flow studies, etc.
- Knowledge of local, state, and federal laws and regulations impacting areas of responsibility;
- Demonstrated ability to provide effective leadership; and manage and coordinate complex functional areas, personnel, projects, facilities, equipment, and supplies.
- Demonstrated ability to communicate effectively orally and in writing with all levels of the organization, outside agencies, contractors, commissioners, and the public.
- Ability to properly handle confidential information and material.
- Knowledge and understanding of environmental concerns and requirements associated with electrical utilities.
- Knowledge of and experience with relevant word processing, spreadsheet, publishing, presentation, project management, mapping, CAD, and GIS software used by the District, and the ability to learn new computerized tools and software.

Education and Experience

- A Bachelor's degree in electrical engineering or equivalent education and/or experience; and
- Experience in the design, installation, and maintenance of various aspects of electrical utility systems; and
- Ten (10) years of general engineering with an electrical utility, contractor, or consulting firm; and
- Five (5) years in engineering management or related leadership experience.

Preferred Qualifications

- Experience in supervising union employees and interpreting and administering collective bargaining agreements.
- Experience managing utility operations functions.
- Possess or ability to obtain a Washington State Professional Engineer license within one (1) year.
- Knowledge of collective bargaining agreements and negotiation methods.

Other Requirements

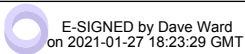
- Valid Washington State driver’s license or ability to obtain, and must qualify for the District’s automobile liability insurance.
- Valid First Aid/CPR card, or ability to obtain upon hire.

WORKING CONDITIONS

- Work is performed in an office environment and outdoor field locations, during daylight hours and at night.
- This position requires extensive travel locally, regionally, and nationally.
- The individual may be exposed to hazards associated with construction sites.
- This position requires variable work schedules and associated challenges and stress.
- This position generally involves District contact outside normal business hours.

PHYSICAL ACTIVITIES

- Hand-eye coordination is necessary to operate computers, various office equipment, machinery and various types of equipment associated with fieldwork, and motor vehicles.
- Sufficient hearing and verbal skills are needed to communicate with District personnel, contractors, consultants, and the public.
- Communication often occurs in person and via telephone, 2-way radio, email, or other computer/electronic means.
- Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.
- Individual may lift boxes and other materials associated with office work, not to exceed fifteen (15) pounds (non-essential).

Review and Approval of Job Description			
By signing below, I agree the job duties described above accurately reflect the work performed by this position.			
Supervisor/Department Head	(Signature)	Date	
General Manager	(Signature) 	Date	January 27, 2021
		Received by Human Resources (Initial and Date)	
		