



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

POSITION TITLE:	System Engineering Supervisor		
PURPOSE OF POSITION:	Supervise System Engineering employees. Direct, coordinate, and develop electrical system design. Establish and manage departmental goals and objectives.		
REPORTS TO:	Engineering Director		
DEPARTMENT:	Engineering		
SUPERVISES:	Transmission and Distribution Engineers, Substation Engineers		
SALARY LEVEL:	9	FLSA:	Exempt
UNION AFFILIATION:	None		

DUTIES AND RESPONSIBILITIES

System Engineering Supervision, Management, and Oversight

- Coordinate Engineering activities with other District departments.
- Evaluate and maintain written documentation of employee performance, training, development, and goals.
- Participate in the hiring and training for System Engineering personnel.
- Ensure engineers are well trained and provided with necessary tools for engineering work and applicable safety rules.
- Organize, prioritize, assign, review, and approve engineering work for accuracy, efficient delivery of service, cost effectiveness, and conformance to standards and policy.
- Coordinate and prepare reports and studies on the work of System Engineers and others as assigned. Perform or assist in fault studies and protective relay and line coordination schemes, including settings, logic, wiring, schematics, etc.
- Plan, schedule, coordinate, and may design electrical system improvements to ensure that system safety, reliability, and power supply are maintained.
- Provide technical assistance for the design, construction, operation, and maintenance of the District's electrical transmission, distribution, substation, automation, and SCADA. Ensure compliance with all applicable District standards and policies.
- Supervise the preparation of specifications for, bid evaluations, and recommendations for action on contractor and consultant bids and proposals on system electrical equipment, engineering, and construction.
- Coordinate activities and work with contractors and consultants on design, construction, and other projects.
- Manage the planning and design of District residential, commercial, and industrial service facilities.

Electrical System Standards and Maintenance

- Coordinate and supervise technical studies, calculations, and evaluation tests.
- Supervise the work with rights-of-way, franchises, easements, and permits for District facilities.
- Recommend acquisition of new devices, apparatus and equipment leading to improved efficiency, economy, standardization, and performance of the District's electrical system.
- Understand, apply, ensure compliance, and assist with the development of the District's engineering, material, and construction standards; electrical service requirements; policies; procedures and practices.
- Use, monitor, and report on work performed with the District's engineering work production systems and a variety of technical computer programs.

- Participate in material forecasting, planning processes and asset management.
- Maintain knowledge of the District's power system.

Miscellaneous Administrative Activities

- Assist in preparing an annual District capital improvement and operating budget, and in preparing and maintaining a multi-year capital improvement program.
- Interpret and apply the District's rate schedules and policies for different classes of service and line extensions.
- Maintain System Engineering's productive, positive working relationship with other District employees and the District's customers.
- Investigate and respond to customer questions or complaints and ensure they receive prompt and courteous attention, including power quality concerns.
- Professionally represent the District with all types of customers, the public, government agencies, and other organizations.
- Ensure proper records are maintained and prepare periodic reports on work, performance measures, and other topics as assigned.
- Serves on assigned committees and projects.
- Perform other duties, and the roles of other management employees, as assigned.

QUALIFICATIONS

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of effective management principles and practices.
- Knowledge of all applicable phases of electric system design and construction.
- Effectively communicate orally and in writing.
- Ability to interact productively and effectively with coworkers, customers, and others.
- Ability to organize and direct a wide variety of highly technical engineering assignments.
- Ability to provide effective leadership for engineers and Engineering activities.
- Knowledge of engineering fundamentals, drawing, designing, and mathematics.
- Thorough knowledge of overhead and underground transmission and distribution systems.
- Thorough knowledge of electrical substation design
- Thorough knowledge of applicable laws, codes, and electric utility safety practices. Must have ability to understand and observe all health and safety regulations and use safety equipment when necessary.
- Knowledge and understanding of the Washington State Building Code, National Electrical Safety Code, National Electrical Code, and other related industry standards.
- Knowledge of budgeting and accounting practices.
- Ability to troubleshoot, negotiate, solve problems, and work independently.
- Working knowledge in the use of personal computers and engineering modeling, analysis, and work production software.
- Ability to discreetly protect and manage confidential information.
- Availability and willingness to work beyond normal business hours as required.

Education and Experience

- Bachelor of Science degree in Electrical Engineering or an equivalent combination of related education and experience; and
- Ten years of experience in the electrical power field.

Preferred Qualifications

- Professional Engineer registration in the State of Washington.
- Electrical transmission and distribution utility engineering experience.
- Supervisory training and/or demonstrated leadership/supervisory capabilities.

Other Requirements

- Valid Washington State Driver’s License and qualify for the District’s auto liability insurance.

WORKING CONDITIONS

- Duties are performed in an office environment and field locations, during daylight hours and at night. Field locations expose the incumbent to varying weather conditions, including temperature extremes, various types of terrain, and energized equipment.
- Individual may be exposed to conditions and hazards from vegetation, construction sites, and structures in any condition.
- Some work is performed in the vicinity of electrical high voltage lines and equipment.

PHYSICAL ACTIVITIES

- Hand-eye coordination is necessary to operate personal computers, various office equipment, machinery and equipment associated with fieldwork and motor vehicles.
- Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.
- Individual must be able to traverse all types of terrain, climbing over limbs and debris.
- Individual may lift boxes and other materials associated with office work, not to exceed fifteen (15) pounds (non-essential).
- Communication is often done by phone, radio, or computer.

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	
			Received by Human Resources (Initial and Date)