



JOB DESCRIPTION

Title: **RESOURCE MANAGER**
Department: Power
Class Code: 5160
FLSA Status: Exempt
Effective Date: July 1, 2025

GENERAL PURPOSE

Under general supervision from the Assistant Director, performs a variety of professional functions related to forecasting, purchasing, and scheduling energy transactions. Responsible for short- and long-term resource planning, load forecasting, power purchases, and cost of service and rate analysis. Provides supervision to the Central Control Supervisor.

ESSENTIAL DUTIES

- Ensures adequate power supply through daily production, sale, and purchasing of energy to meet community demand.
- Manages daily energy demand, resource allocation, purchase/sale requirements, and operating criteria. Oversees pre-scheduling, real-time operations, and billing functions for power scheduling. Directs the purchasing and scheduling of transmission and ancillary services.
- Forecasts intra-day and day-ahead energy and demand requirements. Coordinates economic power and transmission purchases and sales to meet system load and contractual obligations.
- Performs long-term energy resource planning and modeling. Evaluates hedging options and integrates existing contracts with current resources. Explores renewable and non-renewable energy market opportunities.
- Prepares and reviews gas contracts, aligning procurement with run schedules for both long- and short-term needs. Develops market strategies for gas when economically viable.
- Monitors energy commodities markets and develops consumption models to forecast energy and material needs.
- Develops the wholesale power budget and maintains monthly and quarterly power expense reports.
- Supports compliance with environmental regulations. Coordinates with internal departments and contractors to update regulatory documentation. Maintains inspection and training records for compliance.
- Performs additional duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in engineering, economics, business, or a related field and two (2) years of experience in energy transactions and resource planning or an equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Knowledge of electric system forecasting, electrical theory, resource costs, and utility economics.
- Understanding of power generation operations, including diesel and hydro-generation.
- Familiarity with power scheduling, rate schedules, and SCADA systems.
- Strong analytical and mathematical skills for rate analysis and forecasting.
- Ability to make independent decisions based on policy and market conditions.
- Effective negotiation and communication skills for interacting with energy market representatives.
- Ability to establish and maintain professional working relationships.

TOOLS & EQUIPMENT USED

- Monitoring system, personal computer including word processing, spreadsheet and specialized software; radio; phone, and other equipment pertaining to this position.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk, talk or hear; use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____