



JOB DESCRIPTION

Title: **ENGINEERING MANAGER**

Department: Power

Class Code: 2300

FLSA Status: Exempt

Effective Date: July 1, 1983 (Rev. 12/2011)

GENERAL PURPOSE

Under broad supervision of the General Manager, performs managerial work in the engineering, design, construction, operation and maintenance of the Murray City Power electrical system.

EXAMPLE OF DUTIES

- *-- Supervises the Engineering Section of the Department including staff and functions of planning, engineering, GIS, SCADA support, substations/generation and metering; hires, trains, evaluates and disciplines employees; provides leadership and direction within the section organization.
- *-- Reviews, checks for accuracy, makes revisions, and approves project plans and contracts.
- Assists in writing project material specifications for design and construction of distribution, substation, generation, and transmission work; assists the General Manager in budget preparation and negotiation, represents Murray City Power Department in various technical meetings upon request of the General Manager.
- Assists in negotiating contracts between Murray City Power and surrounding jurisdictions; administers the planning and management of securing rights-of-way and easements.
- Assists in researching and setting power rates; drafts power system plans, researches and writes various reports including substation design, transmission design, distribution design, fault studies, work plans and system coordination and regulation.
- *-- Enforces all city and department rules and policies, and in particular, all applicable city, state and federal safety rules and regulations.
- *-- Acts as the secondary contact for WECC/NERC related issues and compliance.
- Works with public on electrical problems and right-of-way adjustments.

- *-- Coordinates the construction of substation and transmission facilities; including effective intra-departmental communications with all affiliated functions of the Department (Operations, Central Control, etc.).
- Performs related duties as appropriate.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college or university with a Bachelor's degree in Electrical Engineering. The Engineering Manager shall be a registered professional engineer licensed to practice in the State of Utah plus four (4) years of related experience in an electric utility (to include substations, generation, transmission and distribution), at least two (2) years of which must have been in a progressively responsible, supervisory, professional engineering capacity.

Special Requirements

- Must possess a valid Utah Driver License.
- Must pass physical exam related to job function.
- Must be available for call out or have designated substitute.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of: power generation and its costs; underground and overhead distribution design; transmission systems and design; single and three phase metering; contract writing and negotiation; electrical systems and power flows and electrical equipment; SCADA and Arc Info GIS Systems.
- Knowledge of: commercial, residential, underground and overhead Electrical Codes.
- Thorough knowledge of SCADA and Arc Info GIS Systems.
- Skill in designing and drafting power delivery systems.
- Skill in organization, planning, decision making, problem analyses, and leadership.
- Skill in planning, supervision, staffing and directing.
- Skill in use of PC, particularly in design and use of spreadsheets, word processing and Internet use.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees, the public, other departments and outside agencies; ability to administer complex multi-function electric utility organization with a multitude of engineering, office, construction and field O&M functions.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine 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 stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- 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.

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.

- Work is performed primarily in an office setting. 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: _____

*Essential functions of the job.