

ELECTRIC ENGINEERING MANAGER

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs advanced professional and responsible administrative work coordinating and participating in the design of a variety of electric utility facilities; does related work as required. Work is performed under the regular supervision of the Energy Services General Manager of Engineering, Transmission, Maintenance, and Compliance. Supervision is exercised over subordinate personnel.

This is light work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and participating in the design of electric utility infrastructure and projects; developing project plans and specifications; conducting plans review; preparing and maintaining engineering files and records.

Answers questions of customers and City staff concerning electric service and policy; meets with all types of customers to discuss electric needs and relay information concerning City service and policy; designs or oversees design of facilities to meet these customers' needs.

Designs or oversees design and construction of electric and fiber optic projects.

Negotiates rights-of-way and easements acquisitions for electric utility extensions; obtains encroachments from NCDOT and permits from other regulatory agencies for utility extensions; works with other electric and telephone utilities for joint use of poles.

Oversees engineering design for the electric and fiber optic facilities.

Assists with review, development, and recommendation of electric rates to meet revenue requirements of the electric system.

Approves work orders, purchase requisitions, memos, letters, time sheets, and other documents.

Prepares letters, memos, policies, operating standards, equipment specifications, operating instructions; prepares operating reports, spreadsheets to track operating parameters, etc.

Assists with long range planning for the electric and fiber optic systems.

Assists with development and administration of department budgets.

Ensures electric system designs comply with safety standards, NESC, OSHA, and other such standards/regulations.

Reviews subdivision plans, annexation plans, rezoning plans, etc. for electric service needs.

Reviews building permits, other City department projects, and county permits for Energy Services.

Assists with the development and maintaining of construction standards for the electric and fiber optic systems.

Assists with development and implementation of marketing plans to promote electric utility services/programs to maximize utility growth and revenues.

Oversees the Monthly CP Billing process for large industrial customers.

Offers assistance as needed during system restoration after/during storms, accidents, and other emergencies.

Provides input to annexations to maximize City service territories.

Assists subordinate personnel in performing high bill complaints, energy audits, energy conservation workshops, and other such programs.

Schedules and assigns work to subordinate staff; inspects work for adherence to standards, productivity, and quality.

Performs employee training, coaching, and evaluation of subordinate staff; works with higher administration on discipline and other similar issues; develops training programs and recommends training of personnel.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of electrical and civil engineering as related to the preparation of plans and specifications; thorough knowledge of modern methods and techniques as applied to the design of electric utility projects; thorough knowledge of electric rates to provide customers with opportunities where possible to better manage their utility costs; ability to perform difficult engineering computations and to make recommendations on engineering problems; physical stamina to withstand working under adverse weather conditions and work extended hours beyond the normal work day during adverse weather situations or other electrical emergencies. Ability to establish and maintain effective working relationships with associates, contractors and the general public; ability to communicate complex ideas effectively, orally and in writing; ability to calculate complex cost reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in electrical or civil engineering or related field and considerable experience in public works or electric utility engineering.

SPECIAL REQUIREMENTS:

Professional Engineer license preferred.

Possession of an appropriate driver's license valid in the State of North Carolina.

(Revised – 9/1/2021 - HR)