



Pend Oreille County Public Utility District  
An Equal Opportunity Employer

## Engineering Manager

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<b>Department/Location:</b>	Engineering/Newport Chief Compliance,	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Engineering, & Technology Officer	<b>Grade:</b>	13
<b>Supervises:</b>	All Engineering Staff	<b>Revision Date:</b>	09/04/2019

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### Job Description

Responsible for managing all functions of the Engineering department consistent with the policies, procedures, practices, rules/regulations and philosophies as specified by the District's Commissioners and General Manager.

### Essential Functions:

- Oversee the prompt, accurate and thorough preparation of work orders for service application requests, as well as the technical development of staking sheets for electric services and line extensions within the specifications, directives, policies and procedures established for these activities.
- Oversee the preparation of staking sheets, engineering drawings, and technical specifications for electric system additions, changes and improvements.
- Participate and contribute to the development of the District's long range strategic plan, multi-year construction work plans and sectionalizing studies; and, periodically update specifications, standards, and procedures as needed.
- Provide engineering services that promote the effective functioning of construction, operations, safety, maintenance, financial planning, utility rate design, consumer/ratepayer relations and other activities of the District.
- Perform responsibilities in such a manner as to reflect favorably on the management of the District and to ensure courteous, high quality service to county residents and businesses in accordance with the District's Mission Statement.
- Assume responsibility for all transmission, substation and distribution engineering activities of the District, including: economic analyses, facilities planning, technical standards, engineering design, and staking and land management.
- Development the Engineering department's operating budget, and planning programs/projects in coordination with the Finance Department and all affected stakeholders.
- Implementing plans and projects within budgetary constraints.
- Interview, select, hire, evaluate and discipline Engineering personnel in accordance with District policies.
- Coordinate the development and implementation of technical standards, design, and procedures for electric services, line extensions, and all electric system improvements.
- Supervise and coordinate staking, cost estimation, and other engineering related customer service activities to ensure the timely design of electric services in accordance with established procedures and technical standards.
- Supervise, coordinate, and take actions necessary to properly observe and comply with rights-of-way, environmental/land use permits and special easement conditions encountered during power line route selection, staking, and related engineering activities.
- Review, evaluate, and approve engineering design specifications and bid documents for all electrical system improvements.



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- Ensure that staking sheets, as-built drawings, and other engineering maps and drawings are created, organized, and properly archived.
- Develop and maintain procedures to document departmental processes consistent with good utility practices.
- Responsible for ensuring compliance with applicable state and local professional engineering laws and regulations, design and construction codes, safety codes, environmental regulations and system reliability standards.
- Ensure all engineering documents and drawings are sealed in accordance with state and local laws and regulations.
- Oversee the securing of necessary rights-of-way for construction, relocation of power lines and the resolution of complaints (and damage claims) by property owners related to rights-of-way.
- Supervise the procurement of real estate, leases, land use permits, and other possessory and non-possessory interests in land required by the District.
- Supervise the development, maintenance, and security of records for rights-of-way, permits, leases, and other matters related to land and land use. Protects the District's interests in rights-of-way and permits against encroachments and related actions which would jeopardize public safety, the integrity of the District's facilities, or the financial interests of the District and its customers.
- Responsible for ensuring coordination among distribution protective devices within and beyond the substation; within the District's boundaries and with neighboring utilities; and, ensure coordination between these devices and upstream substation relaying.
- Participate in the development of long range engineering plans, construction work plans, sectionalizing studies, construction unit drawings, material specifications, and engineering procedures.
- Be available to assist with/respond to major outages and other significant emergency situations.
- Provide support for all Operations Personnel for system switching, safety and reliability concerns on the electric system.
- Perform under pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.

### **Other Duties:**

- Work directly or indirectly with District customers on a regular, ongoing basis.
- Provide a high level of professional, prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the District and to ensure high quality service to District customers.
- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.



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### **Education, Experience, & Training Required**

- Bachelor's Degree, or higher in Electrical Engineering or related field.
- 10 years of experience in the electric utility industry.
- Interpersonal skills including clear and concise communication both in writing and verbally.
- Ability to use independent and discretionary judgment; manage confidential information.
- Basic knowledge of applicable NESC, OSHA, and WISHA regulations
- Strong working knowledge of SCADA, PLC, and RTU systems. Experience with communication protocols and network systems associated with the same.
- Knowledge of low, medium, and high voltage electrical equipment and systems.
- Experience with a variety of computer equipment, spreadsheet, word processor, CAD, database and project management software.
- Working knowledge of ANSI, IEEE, NESC, NEC, WAC and other applicable standards.
- Proven abilities in project management and quality oversight.
- Demonstrated ability to communicate and work effectively with all levels of the organization and outside agencies; use independent and discretionary judgment; manage confidential information. Is meticulous and detail oriented
- A Professional Electrical Engineering License is desired, by not required.

### **Other requirements if box is checked**

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement

### **Physical Requirements**

- Perform low impact office work and be able to navigate a typical office environment.
- Able to handle material of moderate weight, up to 15 pounds and occasionally 35-40 pounds.
- Safely operate a motor vehicle and drive to other District work sites and other locations for project work, meetings, training, etc.
- Perform frequent repetitive hand/wrist motions and finger manipulation.
- Ability to use of one of more senses of medium intensity and long duration.



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