TITLE: Energy Resources Engineering Manager

DEPARTMENT: Energy Resources - Engineering, City of Rocky Mount

JOB SUMMARY: This position is responsible for managing the operations of the Energy Resources Engineering Division

MAJOR DUTIES:

- Plans and designs the electric transmission and distribution systems and electric substations for load growth and replacement of aging equipment and facilities to ensure safe, reliable, and cost-effective delivery of electrical power.

- Oversees and provides direction to Substation operations including the construction, operation, and maintenance of substations.

- Oversees and provides direction to Electric Meter Shop operations including new meter installations, change-outs, testing, calibration, large industrial/commercial meter readings and other meter shop functions.

- Oversees the acquisition, maintenance and analysis of Energy Resources department GIS data and associated computer applications; prepares recurring and special reports on system operation and performance.

- Oversees and provides direction to the Energy Resources Maintenance Crew in the construction, repair, and maintenance of Energy Resources department buildings and other facilities.

- Provides leadership and supervision to subordinates; ensures productivity, adherence to policies, effective performance evaluations, and individual skill development; practices and enforces safety rules and ensures proper use of personal protective equipment.

- Prepares and administers the annual division budget within authorized fiscal limits; verifies and approves the division payroll; reviews and approves all materials, vendors, and contractors involved with division activities.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of electric transmission and distribution systems.

- Knowledge of engineering practices related to transformer design and construction.

- Knowledge of lighting applications and performance.
Knowledge of local, state, and federal laws and regulations related to electric utilities.

Knowledge of project management theories and practices.

Skill in the interpretation and application of federal, state, and local policies, codes, and laws.

Skill in the supervision of personnel.

Skill in analyzing problems and identifying solutions.

Skill in preparing clear and accurate reports.

Skill in establishing cooperative and productive working relationships.

Skill in evaluating and establishing written policies and procedures.

Skill in setting priorities for competing projects.

Skill in performing mathematical calculations.

Skill in operating computers and other standard office equipment.

Skill in interpersonal relations.

Skill in oral and written communication.

SUPERVISORY CONTROLS: The Energy Resources Director assigns work in terms of division goals and objectives. The work is reviewed through conferences, reports, and observation of division activities.

GUIDELINES: Guidelines include City ordinances, policies, and procedures; relevant federal and state laws and regulations; APPA, ANSI, ASTM, IEEE regulations; National Fire Protection Association standards; National Electric and Safety Codes; and the National Electric Code. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, administrative and supervisory duties. The dynamic and constantly changing nature of the electrical grid contributes to the complexity of the position.
SCOPE AND EFFECT: The purpose of this position is to manage the City’s engineering and systems planning functions. Success in this position results in the provision of electric utilities for system customers.

PERSONAL CONTACTS: Contacts are typically with co-workers, other City personnel, representatives of other utilities suppliers, engineering consultants, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate and influence persons, and justify or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, warehouse, or outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Electrical Engineer (1), Substation Supervisor (1), Staking Engineers (3), and Energy Resources Maintenance Supervisor (1).

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Certification as a Professional Engineer or Engineer in Training.

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