



POSITION DESCRIPTION ENGINEERING MANAGER

DEPARTMENT: Utility Operations **FLSA STATUS:** Exempt

SECTION/GROUP: AFSCME-Local 2566 **GRADE:** 20

REPORTS TO (Title): Utility Operations Director

SUPERVISES (Titles): Engineering Supervisor

POSITION SUMMARY

Under limited direction, this position oversees the engineering staff and is responsible for the preparation of engineering plans. This position provides project management and communications for the electric, gas, and water transmission and distribution projects; and establishes department standards, procedures, and strategic directives.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Oversees the preparation of all engineering project plans, including drawings, specifications, and material invoicing.
- Develops specifications and project planning for all utilities including gas, water, electrical, and communications.
- Manages and oversees department engineering staff; and collaborates with Engineering Supervisor to train and evaluate employees.
- Provides technical support to utility staff.
- Coordinates operation staff on system operations.
- Provides support and direction in trouble shooting and outage support.
- Supports electric system security and switching protocol.
- Supports operational staff regarding customer service issues.
- Performs or effectively recommends the hiring, assignment, direction of work, discipline, reward, and adjustment of other employees' grievances on behalf of the employer.
- Establishes work procedures, processes that support Austin Utilities and departmental standards, procedures, and strategic directives.
- Provides project engineering, management and communications for the electric, gas, and water transmission and distribution projects.
- Oversees assigned projects and ensures contractor compliance with time and budget parameters.
- Ensures staff is compliant with any required permits, licenses, easements, and codes.
- Assists with the preparation of the electric distribution, substation, water distribution and production, natural gas distribution, and engineering department budgets.

- Contributes to the forecasting of additional funds needed for staffing, equipment, materials, and supplies; and monitors, approves, and recommends any necessary expenditures.
- Recommends modifications and proposes new construction of electric, gas, and water facilities to Austin Utilities' leadership.
- Supervises and coordinates staff in the preparation of studies, modeling, plans, designs for additions, modifications, and rehabilitation of Austin Utilities' electric, gas, and water infrastructure.
- Ensures facilities meet expected electricity, gas, and water demands.
- Integral to power supply planning.
- Assist in the preparation and support of disaster recovery and contingency planning.
- Ensures compliance with all gas, water and electric regulatory requirements.
- Sets department material standards; oversees the maintenance of supplies and requisitions materials for construction and maintenance projects.
- Identifies opportunities for improving service delivery methods; and may respond to emergency situations.
- Performs other duties as requested.

This position may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to perform the duties. While data is being accessed, this position should take reasonable measures to ensure the non-public data is not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Four-year Bachelor's Degree in Electrical Engineering.

Experience

Five (5) years of engineering experience.

Trainings, Certificates, and Licenses

- Valid Minnesota Driver's license.
- Ability to obtain Professional Engineer certification within one (1) year of hire.
- Ability to complete Natural Gas Operator Qualification training.

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Four-year Bachelor's Degree in Electrical Engineering.

Experience

Five (5) years of electric utility experience, including two (2) years of supervisory experience.

Trainings, Certificates, and Licenses

- Certified as a Professional Engineer
- Trained in Computer Aided Drafting
- Trained in Geographic Information System
- Trained in Utility System Modeling
- Trained in Project Management

COMPLEXITY

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

RESPONSIBILITY

Supervision

Limited direction is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple diverse functions.

Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of Austin Utilities, or impacts the wellbeing of many groups of people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally bend/stoop, stand, walk, lift, and carry up to 10 lbs., and drive; and frequently sit, finger/enter data/keystroke, talk, hear, smell, and perform repetitive motions.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color, and peripheral vision, as well as using their right and left hand for simple handling or grasping.

High voltage – substations, etc.

Loud noise – well houses, etc.

Surroundings

While performing the duties of this job, this position will experience exposure to both office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.