Title: Director of Engineering

FLSA Status: Exempt

# BRIEF DESCRIPTION:

# The purpose of this position is to serve on the FELPS management team and provide support to the Chief Executive Officer. This is accomplished by preparing plans, specifications, contracts, and cost estimates for assigned projects requiring electrical engineering experience, preparing and evaluating contract engineering, construction and equipment bids, administering, and reviewing consultant work, reviewing and determining applicable industry standards, and performing engineering design work, as required. Other duties include providing community support and goodwill, serving on various industry committees and boards, and coordinating with city and county government entities. Must embrace and lead change management concerning technological advances. Additional other duties may be assigned, based on organizational need. The Substation/Relay Department, Dispatch Department and Metering/AMI Department report to this position.

# FUNDAMENTAL EXPECTATIONS:

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| --- | --- |
| TASK | FUNDAMENTAL EXPECTATIONS |
| PLANNING | |  | | --- | | Directing and developing system long range plans; directing and developing construction & engineering work plan with the Electric Operations Manager, providing detailed information and resources about system improvements, specifying necessary expenditures and present data to Chief Execuitve Officer; developing annual departmental and capital expenditure budget with guidance from Chief Executive Officer and Chief Financial Officer; reviewing and recommending guidelines which determine system design criteria for both overhead and underground construction; initiating studies of equipment, operating practices and procedures to determine optimum performance, and recommends implementation of necessary changes; responsible for the proper design of all new distribution facilities and necessary changes in the present distribution facilities of FELPS. | |
| CONTROL | Ensuring proper system design and construction in accordance with FELPS Construction Standards, National, State and Local codes and standards, and applies good operating and engineering practices by review of like design sheets and work order inspection; Developing and enforcing construction practices by developing or modifying Construction Standards as necessary. |

# ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

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| TASK | ESSENTIAL FUNCTIONS | % OF TIME | |
| 1 | Managing daily operations by working alongside FELPS Operations group and by overseeing the Dispatch and Advanced Metering Infrastructure Department’s; providing customer service; and giving direction in accordance with FELPS policies. Updates Projects within UPN for FELPS and contract crews. | | 45% |
| 2 | Overseeing system improvements and reliability, attending continuing education courses and conferences. Reviewing construction jobs by examining work sketches. | | 35% |
| 3 | Managing finances by coordinating with Chief Financial Officer and other FELPS staff; providing monitoring of purchases and other expenditures; attending appropriate training courses; and making recommendations to FELPS Chief Executive Officer; Reviewing larger projects designed by line design department and meets with large potential customers to work out the details for the electric power requirements. | | 15% |
| 4 | Directing external relations by offering community support to cities in FELPS service territory; communicating regularly with neighboring utilities; serving on various industry boards and committees; and making presentations and attending meetings for local, area, and county governing bodies. Reviewing substation events, power factor and recommending changes if necessary. Dealing with customer complaints and customer claims to FELPS insurance company. Providing technical advice to customers and potential customers concerning all facets (or phases) of distribution power supply and use. Providing customer service functions and advice to large residential developments on power use, damage claims, or coordination problems. Overseeing distributed generation installation within FELPS service territory. Recommends budget request and changes to Chief Financial Officer. | | 5% |

# JOB REQUIREMENTS:

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| --- | --- |
| DESCRIPTION OF MINIMUM JOB REQUIREMENTS | |
| Formal education | Bachelor’s degree Engineering required; preferable a BSEE degree with a Power emphasis. |
| Experience | Ten to Fifteen years in electrical distribution utility industry with progression of assignments including supervisory, management and leadership positions. Five to Ten years will be considered depending on progression of assignments |
| Supervision/ Responsibilities | Supervises and coordinates staff and consultants. Develops staff through review of performance data, training, and safety records. Leads staff with diverse technical abilities. |
| Human Collaboration Skills | Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. |
| Freedom to Act | Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. |
| Technical Skills | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Distribution and Substation design experience required. Transmission and communications design experience a plus, but not required. |
| Fiscal Responsibility | This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount in the approved expenditure authority matrix delegated by the CEO. |
| Reading | Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. |
| Math | Advanced – Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. |
| Writing | Advanced – Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification &  Other Requirements | PE in Electrical Engineering. Valid Texas Class C Driver’s License; CPR/First Aid Certification |

# MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, fax machine, copier, telephone, personal computer, Microsoft Office Suite, financial system software, on-line banking applications, and other various systems to ensure job completion.

Familiarity with the following is preferred, but not required:

* Milsoft Engineering Software
* Schweitzer Engineering Software/Relays
* Tantalus Automated Meter Reading system
* Survalent SCADA systems

# PRIMARY WORK LOCATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Office Environment | X | Vehicle |  |
| Warehouse |  | **Outdoors** |  |
| Shop |  | **Other** |  |
| Recreation/Neighborhood Center |  |  |  |

# SIGNATURE – REVIEW AND COMMENTS

I have reviewed this description and understand the requirements and responsibilities of the position.

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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Employee | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title of Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SIGNATURE OF SUPERVISOR** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.