**JOB TITLE:** MANAGER OF ENGINEERING

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

**GENERAL SUMMARY:**

Responsible for providing work orders necessary for the construction and improvement of the power distribution system; manages engineering department, assist in operation to help assure standards and specifications are properly met.

**ESSENTIAL DUTIES AND TASKS**:

***Planning & Controlling***

* Develops the annual budget for the engineering department.
* Performs studies necessary for the development of short- and long-range planning for system improvement.
* Maintain load growth records and submits recommendations relevant to power requirements studies.
* Ensure that all materials meet REA specifications.
* Keep current with federal, state, and local regulations relevant to the handling of hazardous materials.
* Determine the areas of need for a pole inspections and treatment program.
* Plan and coordinate the purchasing and receiving of materials with construction times.
* Prepares contract bid specifications, solicitations, and reviews upon receipt in coordination with CEO and other department heads as necessary.
* Ensure that all construction is completed according to REA specifications.
* Proper studies and planning that include but not limited to, power factor, losses, line design, load growth, renewable energy (DER), sectionalizing, etc.

***Organizing***

* Approves engineering department time sheets.
* Reviews periodically the function and activities of the engineering department; recommends changes to the CEO.
* Regularly reviews job descriptions of department to ensure accuracy.
* Develops with other department heads recommendations for improvements and changes in overall cooperative structure.
* Interviews and selects personnel for the engineering department in coordination with and approval of the CEO.
* Determines wage and salary adjustments for departmental personnel in accordance with the established wage and salary plan subject to approval of CEO and/or HR.
* Appraises performance of personnel under supervision; counsels to help individuals recognize strengths and areas in need of improvements; recommends personnel action for the departmental employees, including promotions, disciplinary actions, and terminations of employment, with approval of the CEO.
* Delegates such responsibilities and authorities to those reporting to him/her with full recognition that he/she retains overall accountability.
* Develops and stimulates morale and motivates employees by recognizing accomplishments, coaching and counseling, and recommending personnel for advancements according to merit.

***Operations***

* Inspects work orders to ensure that they are built according to REA specifications.
* Oversees and assists with staking distribution lines relevant to large power loads, usually commercial loads as needed.
* Oversees and assists with staking three-phase lines for new construction and system improvement as needed.
* Calculates costs of service for power loads whenever those loads exceed cooperative policy; calculates costs for underground services in order to establish a set cost for filing tariffs.
* Assist with mapping functions and staking software as needed.
* Performs such other activities as required or directed.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Electrical Engineering with emphasis in electric power and professional registration in the state of Kentucky are preferred. Minimum four (4) years’ experience relevant to power distribution design, load studies, forecasting, supervision and coordinating plans with groups and other departments.

**SPECIALIZED SKILLS AND KNOWLEDGE:**

* Must possess valid driver’s license.
* Thorough knowledge of power distribution, in general,
* Applicable knowledge of National Electric Code, National Electric Safety Code, OSHA Regulations, REA Specifications, EPA Guidelines, and federal, state, and local regulations relevant to the handling of hazardous materials.
* Must have the ability to function in a managerial capacity.
* Excellent communications skills.
* Must be well organized.

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