




A Touchstone Energy[®]
Cooperative 

JOB DESCRIPTION

MANAGER, ENGINEERING

DATE LAST UPDATED: MARCH 2017

UPDATED & REVIEWED BY: R. OVERHULTZ

PURPOSE

The Manager of Engineering guides and directs the activities and tasks of the Field Engineering Department, interfaces with and directs the activities of various consultants, and performs engineering duties and functions.

EDUCATION AND EXPERIENCE

EDUCATION

- A Bachelor of Science in Engineering required with a major in Electrical Engineering preferred.
- Louisiana licensed Professional Engineer (P.E.) preferred.

EXPERIENCE

- Minimum seven years of progressive managerial experience in the electric utility industry required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

- Provide advice and assistance to the Vice President, Engineering and Operations, and CEO/General Manager.
- Direct, assist with, and review the activities and projects of Engineering Department personnel.
- Direct and interface with outside consultants.
- Perform engineering tasks such as protective device coordination, load-flow analysis, economic analysis, and system planning.
- Provide input to or prepare required documentation to RUS for work plans and/or amendments.
- Provide assistance and council to other departments concerning engineering matters.
- Develop standards for and insure adequacy of equipment and material.

Disclaimer: The above statements do not constitute an employment contract; employment is at-will. This job description is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. This list of duties and responsibilities can be expanded by management as necessary.

- Meet with or otherwise communicate with members, developers, the general public, public officials and other entities as necessary to provide for the members, cooperative, and public needs.
- Ensures that contribution in aid of construction is in line with policy and invoiced properly.

OTHER RESPONSIBILITIES

- Performs periodical site inspection and construction quality control inspections to ensure specifications, policies and procedures are met.
- Conducts regular review of staking sheets and red lines to ensure accuracy.
- Any other tasks or duties assigned by the Vice President, Engineering and Operations, and CEO/General Manager.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

- Must be knowledgeable of electric utility systems.
- Must understand the design and operation of distribution, substation, and transmission facilities.
- Must be familiar with RUS contracts, policies, requirements, standards, and techniques.
- Must be well versed in industry standards including the NEC and NESC as well as company safety policies in order to insure the adequacy of facilities and a safe working environment.
- A thorough knowledge of DEMCO safety standards, OSHA, and other federal, state, local regulatory standards and laws as applicable to construction design.

SKILLS

- Must have excellent, up-to-date knowledge and skills in all aspects of electric utility engineering.
- Must be able to ascertain the engineering tasks to be performed and effect their completion.
- Must be able both to directly execute required tasks as well as delegate tasks to others.

ABILITIES

- Must possess the ability to guide, direct and manage department personnel in an efficient, fair, and motivational manner.
- Must possess excellent oral and written communication skills and must have the ability to interact with employees, other departments, the membership, and the greater public in a courteous, efficient, helpful, and patient manner.

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- Must have the desire and ability to promptly and efficiently respond to the needs of the cooperative, membership and public.
- Must have excellent organizational and follow-through skills as needed to prosecute and complete tasks in a timely manner.
- Must be receptive to, comfortable with, and competent in the use of existing modern technologies including computers.
- Must have broad software skills including spreadsheets, word processing, CAD, Staking, Load Flow, mapping, and coordination analysis.
- Must work within the Engineering department as well as with other departments in a cooperative manner in order to insure a cohesive, positive work environment.

WORKING CONDITIONS

- Must be able to work in generally accepted office and field environments with exposure to potentially hazardous conditions, including electrical shock.
- Must be able to operate a motor vehicle.
- Work time is spent in various DEMCO service areas both indoors and outside in all weather conditions.
- System travel is required on an as needed basis and out of town travel is required occasionally.
- Must be available for after-hours responsibilities and emergency overtime as required.

RELATIONSHIPS

REPORTS TO:

Vice President, Engineering and Operations

DIRECT REPORTS:

Field Engineers
Engineering Designers, as assigned

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