ENGINEERING MANAGER
CLALLAM COUNTY PUBLIC UTILITIES DISTRICT #1
SEQUIM, WASHINGTON

PROFILE

The Engineering Manager reports to the Assistant General Manager and supervises eleven personnel, including a Distribution Systems Supervisor and a Transmission & Substation Systems Supervisor as direct reports. Peer positions reporting to the Assistant General Manager include the Operations Manager and the Procurement & Facilities Supervisor.

CONDITIONS AND REQUIREMENTS

The Engineering Manager is responsible for all engineering activities related to transmission, substations, SCADA, and distribution systems to ensure continuity of service, efficient system operations, and economical use of personnel, vehicles, equipment, materials, and finance to facilitate the successful accomplishment of Clallam's mission and goals.

Clallam County Public Utilities District (Clallam) is a highly effective utility serving Clallam County including three primary communities along the northern edge of Washington's Olympic Peninsula. The organization prides itself on a family oriented work environment, excellent interdepartmental communications, a proactive and positive culture, and close connection with the customers and communities it serves. Clallam's engineering department is a close partner to other utility divisions and enjoys a high level of coordination, transparency, and communications with the operations team. Candidates should expect to continue these legacies and offer a proven track record in cultural alignment. Experience with bargaining unit representation is highly desired as Clallam's engineering team recently unionized and typical operations personnel are also represented by the IBEW.

Ideal candidates will offer at least five years of supervisory experience in an electric utility environment and expect to perform as an engineering generalist in leadership of a highly effective engineering team. He or she should offer a management style of close coordination and communication with engineering personnel balanced with the ability to foster an environment of accountability, delegation, and trust. Leadership and managerial personnel at Clallam are expected to offer emotional maturity and stability and should enjoy the process of mentoring and professional development.

It is preferred that the next Engineering Manager offer a general understanding of system coordination and protection, general system planning, NESC, familiarity with AutoCAD, ESRI-based GIS system knowledge, and basic substation design. As the engineering team often is responsible to develop and negotiate contracts for the utility, it is desired that candidates offer proven experience in contract development and management. Clallam's technical team is more independent in the execution of engineering work and projects and outsources less work than most PUDs. Candidates with broad engineering experience in such an environment are desired. Experience in coordination or management of emergency response is also desired.

Aside from traditional engineering in support of transmission, distribution, and substation operations, the engineering team may occasionally provide technical and project support to Clallam's water, sewer, and telecommunications business. Technical or project experience in these areas could be beneficial to applicants.

Clallam is a highly planning-oriented utility. The organization is driven by a comprehensive strategic plan with clear initiatives and benchmarking that drive an environment of goal orientation. The Engineering Manager is an instrumental leader in the PUD's 10-year capital and project plans. The organization's governance is also highly supportive of proactive investment in the delivery system. Current and long-term project plans include multiple transmission projects, two substation rebuild/modernization projects with SCADA upgrades, strengthening

multiple feeders including finalizing a transmission loop, and voltage optimization projects. Clallam is also in the late analytic stages of evaluating an AMI with a potential rollout within next two years.

Clallam is currently undertaking a major evolution of its information management and analytic computer systems. This includes conversion from Synergy to MillSoft platforms and a larger ongoing effort to convert all systems to NISC software. Experience rebuilding analytic software platforms or with NISC enterprise software could be an advantage.

Candidates should offer strong interpersonal and communication skills and the capability to provide presentations on engineering matters to Clallam's Board of Commissioners and an ability to communicate well with both technicians and laymen.

Trained engineering personnel that are qualified in system operations may occasionally assume responsibility for system operations (working clearances and switch orders) and can earn additional income by assuming such duties for periods of up to a week.

A Professional Engineer license is required. Candidates should offer a license in the State of Washington or another state with reciprocity. Reciprocity to Washington is available from over 40 states in the country and can typically be obtained within six months of employment date.

CLALLAM COUNTY PUD

In 1940 the people of Clallam County voted to establish a Public Utility District, "*to reduce rates, to set aside moneys in lieu of taxes, and, through example, to compel the major private electric companies themselves to make rate reductions*…" PUDs are unique in the nation, not-for-profit, by and for the local communities that we serve. You can explore our Clallam PUD history on our History page. The fledgling PUD has since developed three more utilities: water and then sewer, and in 2000 the Legislature authorized PUDs to go into the wholesale telecommunications business. No matter how we grow, we continually strive to fulfill our mission: ***To provide reliable, efficient, safe, and low-cost utility services in a financially and environmentally responsible manner.***

Clallam owns and operates 108 miles of transmission line (primarily 115 kV with a separate 69 kV system) and five points of access into the Bonneville Power Administration's transmission system. It's distribution system includes 1,120 circuit miles of underground primary distribution and 700 circuit miles of overhead primary distribution.

Main Web Site
Service Area Map
Strategic Plan
Financial Data

SEQUIM – WEB LINKS

Sequim Wikipedia Page
Zillow Real Estate Page
http://www.visitsunnysequim.com/
https://www.olympicpeninsula.org/destinations/sequim
http://sequimchamber.com/welcome/

BENEFITS/RELOCATION

Clallam offers a comprehensive healthcare plan. Employees are eligible for medical, dental and vision insurance on the first day of the month following their hire date. Full-time employees are responsible for 10% of the medical and vision premiums and Clallam pays the remaining 90% and the full cost of the dental premium. Clallam maintains a Premium Payment Plan that allows employees to pay their share of the group health premium on a pre-tax basis.

All eligible Clallam County PUD employees are required to participate in the State of Washington's PERS retirement program. ***PERS Plan 2*** is a defined benefit program paying a benefit of 2% times the employee's years of service times his/her average final compensation at age 65 once vested. If selected, a percentage of gross pay as determined by the State will be deducted each pay period. ***PERS Plan 3*** is a combination of a defined benefit plan and an employee-defined contribution benefit program. The employee choosing PERS 3 will have a one-time selection of a desired range of percentage deduction. Employees in PERS 3 may choose which funds to invest in for the defined contribution portion or may let the State investment board choose funds.

Clallam will cover the customary costs of relocation.

CONTACT INFORMATION

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OFFICIAL JOB DESCRIPTION

Engineering Manager JD 10/2017

POSITION: ENGINEERING MANAGER
LOCATION: Carlsborg
STATUS: Regular, Full-time, Exempt Staff Position
WORKWEEK: Monday through Friday
SUPERVISOR: Assistant General Manager

PURPOSE: Manage engineering activities related to transmission, substations, SCADA and distribution systems to ensure continuity of service, efficient system operations and economical use of personnel, vehicles, equipment, materials and finances to facilitate accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Direct and approve short and long-range planning for system capacity, service reliability and efficient operation of the transmission, substation and distribution systems.
- Manage the team of engineers and support staff to ensure tasks are completed on time, on budget and to specification.
- Provide leadership and guidance in developing engineering department strategic goals and objectives that enable the District to achieve its goals as outlined by the District's corporate Strategic Plan.
- Manage the planning, engineering, design, construction, operation and maintenance of the District's transmission**,** distribution, substations and SCADA Systems.
- Oversee the development, implementation and efficient management and accuracy of the District's GIS mapping, work order, outage management and Engineering records systems.
- Provide oversight in development, monitoring and prudent management of engineering department budgets.
- Maintain current and detail knowledge of engineering and operational obligations under

NESC, OSHA and WAC requirements.
 Ensure safe and practical electric system coordination and protection for transmission, substations and distribution systems in accordance with established guidelines.
 Conduct technical evaluation of all electric interconnection projects.
 Conduct analysis, develop and maintain the District's 10-year Capital Improvement Plan consistent with objectives of the District's Strategic Plan.
 Conduct periodic electric system modeling, load flow analysis and make updates and revisions to the District's Planning Study.
 Provide oversight in the development, production and maintenance of District Construction Standards and Design Assemblies.
 Coordination of interagency operational activities associated with BPA, other electric utilities, tribal jurisdictions, municipalities, and State and County Governments,
 Oversee the development and approve contracts related to transmission**,** substation, SCADA and distribution projects.
 Administer the District's performance management process for supervised employees.
 Oversee and promote accident prevention, including training and compliance with applicable rules and regulations.
 Interpret and apply pertinent District policies and regulations, including necessary communications and conflict resolution.
 Establish and oversee safety and security standards for transmission, substations and distribution systems to meet federal and state regulations.
 Oversee the development of policies and ensure District compliance with hazardous waste regulations.
 Utilize District's integrated NISC based applications for GIS, Mapping, Work Order, CIS and Accounting.
 Maintain a high level of professionalism in conduct and appearance.
 Maintain confidentiality of District records and information.
 Assist in the development and updates to agreements with BPA, Jefferson PUD, City of Port Angeles, and large industrial customers.

ADDITIONAL JOB FUNCTIONS:
 Oversee the management of customer information and data systems, and associated customer communications efforts.
 Provide assistance in engineering various building improvements.
 Direct system operations and perform dispatching duties when required.
 Investigate customer or public complaints, determine nature and extent of problem and recommend remedial measures.
 Other duties as assigned.

JOB STANDARDS:
Knowledge, Skills and Abilities:
 Must have the ability to supervise effectively, plan and organize work schedules, make sound decisions, develop solutions to situations and train others.
 Must have leadership ability to enable and empower employees to accomplish the District's goals and objectives through individual and team performance.
 Must have the ability to understand, follow, and communicate accurate, clear and concise written and verbal information and instructions.

 Must develop a thorough knowledge of District accident prevention procedures and tools and applicable state and federal regulations.
 Must have math, reading and writing skills required for the job functions.
 Must have a thorough knowledge of distribution, transmission, SCADA and substation

system design, construction methods, maintenance and operation.
 Must have working knowledge of the FERC accounting system.
 Must be familiar with fundamentals of electricity and the operation of the District's electrical system.
 Must be familiar with computer aided drafting and its various applications.
 Must have the ability to configure and operate complex engineering analysis software programs.
 Must have knowledge of NESC, NEC, WAC 296 Chapter 45 and other related codes and District specifications and regulations.
 Must be familiar with and comply with OSHA 1910.269.
 Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.

Education, Experience and Training:
 Bachelor of Science in Electrical Engineering required; power option preferred.
 State of Washington Professional Engineer License required or must be acquired within 6 months of hire.
 A minimum of five years successful supervisory training and experience is required.
 Must have experience performing distribution and transmission planning studies, i.e. load growth, voltage and power factor.
 Must have experience in transmission, substation, and distribution line design, construction, maintenance and operation.
 Experience with electric system meters, relays, and test equipment required.
 Must have experience with the use of personal computer applications associated with this position, including word processing, spreadsheet, data base, ESRI based ArcGIS, Engineering Analysis and OMS software.
 Must have experience or become familiar with the use of NISC Mapwise, OMS, CIS and ABS applications.
 Must have electrical system protection and coordination training and electrical system, voltage regulation and power factor correction knowledge and training.

Other Requirements:
 Must pass a District physical examination and be able to perform essential job functions.
 Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:
 The job functions will be performed in both indoor and outdoor environments, subject to adverse weather conditions and noise.
 Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven.

 The job functions include working with persons who exhibit many types of personalities and behaviors.
 Job functions will require work on ladders, structures and equipment.
 Job functions will require working in the proximity of energized high voltage lines,

cables and equipment.
 May encounter the need to work with hazardous materials.
 Job functions on and around mechanized equipment will present the need for alertness and safety awareness.

PHYSICAL REQUIREMENTS:
 The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
 The work requires the ability to operate tools, equipment and vehicles associated with the job functions.
 The work requires the ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
 Work activities involve combinations of walking, pushing, pulling, bending, climbing, and sitting for extended periods, lifting and carrying and standing for extended periods.

PHYSICAL REQUIREMENTS (continue):
 The work may require performance of moderate manual labor, lifting and carrying up to 25 pounds, climbing ladders and working with equipment at elevated positions in critical situations. Materials, equipment, and supplies will be lifted to and from trucks, equipment, shelves, and the ground.

EQUIPMENT AND VEHICLES:
 The job requires the use of computers, calculator, mobile radio, transits, levels, micrometers and drafting equipment, radio noise locator, Load Logger, digital volt recorder and ammeter, disturbance analyzer, EMF meter and power analyzer.
 The job requires driving and operating vehicles such as automobiles and pickup trucks.
 Future work practices may necessitate the use of different equipment, vehicles and tools.