



**VACANT POSITION ANNOUNCEMENT
FOR ALL MEA EMPLOYEES AND THE GENERAL PUBLIC
POSITION: SENIOR MANAGER OF TECHNICAL SERVICES - REGULAR**

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| POSTING DATE: | Thursday, December 27, 2018 | REQUISITION NO.: | 350-181 |
| CLOSING DATE: | Open Until Filled | UNION REPRESENTATION: | None |
| DEPARTMENT: | Technical Services | FLSA CLASSIFICATION: | Exempt |
| SALARY: | Midpoint \$145,345, DOE | HOURS OF WORK: | 8:00 a.m. to 5:00 p.m. |
| GRADE: | 17 | WORK LOCATION: | Palmer |
| REVISED: December 19, 2018 | | | |

PURPOSE

This position is at a senior manager level reporting to the Division Director and, as such, is responsible for managing the technical services of Matanuska Electric Association, Inc. (MEA). Responsibilities include oversight of the functional areas of, substation maintenance, metering, communications, relaying and SCADA. The position will also assist with the development of substation designs and commissioning.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Promotes a safety culture in which safety is a value. This culture is based on joint and individual engagement, ownership, and accountability regarding job safety and responsibility to perform work safely and adhere to safe work practices.
2. Performs the essential functions of the position in a safe and efficient manner.
3. Hires, trains, leads, informs, and motivates the Association's Technical Services employees. Selects, evaluates, encourages, coaches, and disciplines directly reporting employees. Establishes department goals and maintains performance measures of goal attainment.
4. Efficiently manages technical services development and project initiatives and deliveries, including serving as the primary oversight for project issues, creating cross-functional teams and adhering to high communication and professional standards while managing project timelines and deliverables.
5. Provides program management across technical services to organize and execute construction and maintenance projects and systems solutions that meet member and system requirements, while maintaining consistency with established processes, timeline and budget to reduce the Association's risk.
6. Creates regular status reports summarizing status of projects including financials, risks, mitigations, contingencies and impact to revenue and presents summaries and analysis to executive management.
7. Works closely with the Senior Manager of Engineering; the Senior Manager of Operations; and the Information Technology team; as well as project teams to deliver successful on-time implementations.
8. Oversees the planning, design, construction and maintenance of the Association's electrical substations associated with the transmission, distribution, protection and control of electricity.
9. Oversees development of high voltage relay settings, protection philosophies, and set point calculation sheets.
10. Submits O&M and Capital budgets for approval. Maintains approved O&M and Capital budgets for Substations, Relaying, Metering and SCADA.
11. Oversees schedules for maintenance, installation and rebuilds of protection, communication, and SCADA systems.
12. Oversees and evaluates bid awards for contractor and professional consulting services to accomplish maintenance, installation, and rebuilds for areas of responsibility.
13. Monitors and supports substation operations to ensure that cost and reliability meets all regulatory and industry standards, and member expectations.
14. Analyzes reports from data obtained from AMI system and SCADA system to help ensure proper transformer loading, phase balancing on feeder circuits and volt/VAR to reduce electric line losses and increase grid efficiency.
15. Monitors and supports electric metering function to include meter site installations and verifications. Assures annual records of all CT metered member's tests and verifications are documented and archived by department personnel.
16. Analyzes power supply and delivery cost and strategies that might assist the Chief Financial Officer in the development of rates and structures.
17. Analyzes information and statistical data to monitor and evaluate electric system operations.
18. Oversees design of and works with Operations on construction of the following activities:
 - a. Routine transmission and substation additions and improvements for supply voltages between 115 kV and 230 kV.
 - b. Routine transmission system protection projects.
19. Budgets and allocates personnel and equipment resources to achieve Technical Services goals, policies, and procedures.
20. Participates in short- and long-range planning within the Power Delivery group.
21. Provides technical expertise to the General Manager, Director of Power Delivery, Senior Manager of Engineering and Senior Manager of Operations on complex jobs.
22. Works with all departments in the Association, keeping the objectives of the Association in mind.
23. Informs, persuades, and/or answers questions raised by the membership, the general public, various governmental agencies and industry groups, and other Association departments about activities within the Technical Services Department.
24. Assures consistency with the policies, procedures, practices, rules, regulations, and philosophies as specified by the Association.
25. Takes a proactive role in developing and improving processes, practices, and solutions to ensure the strategic goals of the Association are met and to ensure maximum member satisfaction.
26. Works with the Director of Power Delivery to create opportunities which influence positive working relationships and collaborative, matrixed work groups.
27. May provide input on and support for generation facilities.
28. Composes comments or responses to various correspondence and reports received by the Association and to Association policies and operating procedures proposed by other departments.
29. Identifies consultants, negotiates contracts with, oversees contract terms, measures progress, and approves billings of Technical Services Consultants and construction contractors needed by the Association.



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30. May participate in the negotiation of applicable collective bargaining agreements and applies and follows the negotiated terms.
31. Manages grievances and works with Human Resources to conduct investigations, evaluate evidence and facts, and work with legal counsel as appropriate.
32. Integral member of the Association's Emergency Response Team. Responsible for duties as outlined in the Association's Emergency Response Plan.

The above items are not intended to be all inclusive of the essential functions or requirements of this type of work as they are subject to change based on operating necessity. The employee will also perform other related business duties as assigned by the immediate supervisor and other management personnel.

ESSENTIAL POSITION REQUIREMENTS

- Qualified candidates are required to have a bachelor's degree in Electrical Engineering and ten (10) or more years of directly related work experience in the electrical utility engineering and operations areas, with progressively responsible management and supervisory experience. Such experience must demonstrate proven capabilities in the application of principles of directing, developing, and administering work programs and procedures; preparing reports for management and measuring results.
- Requires extensive, demonstrated level of experience in the following areas:
 - Design, construction, and maintenance of relay, control, communication, and SCADA systems.
 - Electrical system operations in the field of electric utility metering.
 - SCADA communications and control.
 - Protective relaying or substation operation.
 - Regulatory requirements and industry practices pertaining to electric system operations.
- Qualified candidates will possess a Professional Engineer (PE) registration and must be able to obtain a PE in the State of Alaska.
- Preference will also be given to those candidates whose prior work experience evidences a background in the construction, operation, and maintenance of electrical system facilities as well as progressively responsible supervisory experience.
- Qualified candidates must have a valid Alaska driver's license (or ability to obtain as required under State of Alaska regulations) and a driving record which is acceptable and insurable by the Association and the Association's insurance carrier at standard group rates.

NOTE: The Association *will require, in its sole discretion, relevant work experience in lieu of required education qualifications or other required certifications or qualifications.*

KNOWLEDGE, SKILLS AND ABILITIES

- Support a culture of safety excellence through active involvement in safety improvement and promote a sense of shared responsibility for safety.
- Make operational/economic evaluations of plans in adjusting standard practices and techniques, and recognize discrepancies and deviations.
- Analyze processes for efficiency and make recommendations for improvement.
- Skilled in effective, professional verbal and written communication.
- Ability to facilitate cooperation between work groups and work functionally across all levels of the organization.
- Welcome constructive criticism without giving retribution.
- Self-motivated improvement based on successes and failures.
- Capable of preparing reports for management and measuring results.
- Maintain complete confidentiality of classified and sensitive information.
- Think clearly; identify and solve problems in a thorough and logical manner.
- Excellent collaborative leadership, relationship building and organizational skills.
- Skilled in composing policies, procedures, letters, memorandums, and reports.
- Able to read and comprehend governmental regulations, technical journals, abstracts, financial reports and legal documents.
- Possess proven capabilities in electric transmission and substation design, system planning, and interconnected transmission system operation.
- Possess proven capabilities in directing and developing work programs and procedures. Able to effectively administer company policies, procedures, union contracts, work rules, goals and objectives.
- Evaluate employee performance, and provide feedback in an effective, positive, and fair manner.
- Apply current management techniques, practices, and theories.
- Working knowledge of personal computers in a windows environment, including the use of Word and Excel.
- Use proper techniques in selection, interviewing, hiring, discipline, appraising performance, coaching, and other supervisory skills.
- Knowledgeable in applying contracting procedures and provisions.
- Requires high level of independent judgment, initiative, and discretion.
- Able to effectively delegate and collaborate with others to accomplish assignments.
- Innovative, creative and agile in developing solutions to assignments.
- Proven project management skills. Able to organize and prioritize multiple projects simultaneously and effectively delegate and coach others to accomplish assignments.
- Lead the corrective action and continuous improvement processes within area of responsibility.



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- Drive problem-solving, decision-making and accountability within the team.
- Embrace and embody the Association's Core Values through decisions, actions, attitude and behavior to directly contribute to the success of the organization.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee will be required to:
 - Use a computer to input data, prepare spreadsheets, and compose professional written reports and documents.
 - Communicate through speech and hear conversations with others by telephone and in person.
 - Discern writing on paper to include reading technical material, communication with others electronically, and reading, comprehending, reviewing, and performing complex analysis from technical information, documents and reports via paper and computer format.
 - Communicate with individuals in person and ability to conduct meetings and deliver presentations to groups including representing the Association publicly.
 - Visit field worksites and travel to other Association offices and organizations to attend meetings, seminars, etc.
 - Frequently operate a vehicle.
 - Occasionally walk over uneven ground under a wide variety of conditions.
 - Periodically lift and move materials weighing up to twenty-five (25) pounds.

ENVIRONMENTAL CONDITIONS

- The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- This position primarily works in an office setting; however, this position may require field work in variable weather conditions. The incumbent must be able to work in conditions including, but not limited to, rain, high winds, temperatures in excess of 80 degrees Fahrenheit and minus 40 degrees Fahrenheit, large amounts of snow possibly over long periods of time and in darkness, etc.
- Incumbent must be able to travel to other Association offices and organizations to attend meetings, seminars, etc.
- The incumbent must be able to work long hours under stressful conditions when restoring power during storms, outages, or other emergency conditions.

EMPLOYMENT STATUS

- This position is classified as an exempt, nonrepresented position, and therefore is not eligible for overtime compensation. All Association employees are expected to work widely varying amounts of time outside the normal shifts to assist in power restoration or other needs of the Association.

NOTE: *MEA requires a post-offer substance abuse test. Any positive test result, or refusal to consent to these tests, will disqualify applicant from employment.*

MEA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Individuals with disabilities who wish to apply and who require reasonable accommodations to participate in any portion of the application or interview process should advise MEA in advance.

PLEASE VISIT MEA'S WEBSITE AT www.mea.coop
TO COMPLETE AND SUBMIT AN MEA EMPLOYMENT APPLICATION

Matanuska Electric Association, Inc.
163 East Industrial Way (P.O. Box 2929), Palmer, Alaska 99645
Telephone: (907) 761-9319/ Facsimile: (907) 761-9264
Website: www.mea.coop

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