



**VACANT POSITION ANNOUNCEMENT  
FOR ALL ME A EMPLOYEES AND THE GENERAL PUBLIC  
POSITION: ENERGY SUPPLY MANAGER - REGULAR**

<b>POSTING DATE:</b>	Thursday, March 14, 2019, 2:30 p.m	<b>REQUISITION NO.:</b>	705-703
<b>CLOSING DATE:</b>	Open Until Filled	<b>UNION REPRESENTATION:</b>	None
<b>DEPARTMENT:</b>	Power Supply	<b>FLSA CLASSIFICATION:</b>	Exempt
<b>SALARY:</b>	\$103,992 Minimum DOE	<b>HOURS OF WORK:</b>	8:00 a.m. to 5:00 p.m.
<b>GRADE:</b>	15	<b>WORK LOCATION:</b>	Eklutna Generation Station
<b>REVISED: March 12, 2019</b>			

**PURPOSE**

This position is responsible for assuring adequate fuel supplies for the Association's generating facilities; directing the activities related to the Association's Power Sales and Purchase, including the development of power purchase and sales contracts, short-term purchases and sales, energy reporting, and interchange accounting activities. Duties include contract negotiation of prices, terms and conditions to procure and deliver the lowest cost of fuel and fuel products. Directs internal and external marketing resources including coordinating the purchase and sale of power, interfacing with Association's generation and operations centers, Independent Power Producers and neighboring Railbelt utilities. This position will foster relationships within and outside of Alaska's Railbelt utilities to maintain adequate fuel supplies in support of the Association's member/owners.

**ESSENTIAL FUNCTIONS OF THE POSITION**

1. Develop an interface with fuel providers in Cook Inlet, the Lower-48 and internationally to assure adequate fuel supply for the Association's generation needs. Coordinate with fuel suppliers, pipelines, generation and gas dispatchers and storage operators when needed.
2. Within the guidelines and limits established by the Association, assist in the negotiation of contracts for fuel supplies and transportation to meet the needs of the Association's generation suite and anticipated load.
3. Conduct load and resource planning, forecasting and analysis.
4. Develop and implement daily management processes to ensure fuel deliveries as required by the generation load.
5. Support and verify daily nominations for the Association's fuel transportation of natural gas.
6. Develop and maintain alternate fuel supplies sufficient to support the Association's load under crisis circumstances.
7. Establish a centralized clearing house to manage all Association fuel supply needs and daily operations.
8. Coordinate fuel usage with other Railbelt users to ensure fuel needs are met. Review, verify and track interchange transactions of energy purchases and/or sales with other entities.
9. Perform analysis in support of negotiations for natural gas transportation, capacity release, exchanges, and other contract arrangements with gas producers and pipelines.
10. Monitor gas pipelines, correct imbalances, and minimize imbalance penalties.
11. Communicate with all necessary stakeholders regarding fuel service interruptions when needed via effective communication and regular in-person outreach.
12. Monitor regional fuel supply contracts and related regulatory filings.
13. Establish emergency and backup measures to ensure adequate fuel supply under potential man-made and natural disaster situations.
14. Support and assist in the preparation of fuel and fuel delivery related regulatory filings.
15. Forecast, report, and document fuel and delivery costs.
16. Prepare and monitor department budget.
17. Participate on regional energy industry forums or working groups representing and advocating the Association's interests and positions.
18. Advise and communicate with Executive Management and outside agencies on fuel supply, fuel usage, delivery issues or anything needing escalation that may arise.
19. Perform all functions related to managing the Association's generation fuel use and supply in a safe and efficient manner.
20. Promote 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.
21. Perform analysis on current generation sources to ensure usage of the most efficient and economic generation mix.
22. Participate and perform analysis on power pooling activities and future options.
23. Work with plant staff, operations staff and accounting to ensure that the costs of MEA generating resources are routinely reviewed and accurately represented.
24. Calculate on a quarterly basis the price of Energy for Economy Energy sales.
25. Participate and perform analysis for strategic planning concerning load, fuel supply and generation needs.
26. Monitor and performs analysis of various energy projects or proposals.
27. Promote 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.
28. Perform the essential functions of the position in a safe and efficient manner.

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.



**VACANT POSITION ANNOUNCEMENT  
FOR ALL MEA EMPLOYEES AND THE GENERAL PUBLIC  
POSITION: ENERGY SUPPLY MANAGER - REGULAR  
CONTINUATION – PAGE TWO**

---

**ESSENTIAL POSITION REQUIREMENTS**

- Qualified candidates are required to have:
  - A bachelor's degree in engineering, business administration, management, or a related field.
  - A minimum six years' experience in energy planning, trading, marketing, operations, or related field.
  - 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.
- A relevant combination of professional certification, academic qualifications and progressive experience in logistics operations, supply chain management, or fuel supply may substitute for the educational requirement.
- Prefer experience in the electric utility industry: utility generation and transmission system operations, power purchase/sales, understanding FERC and NERC regulations, operating policies and contractual requirements.

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

**KNOWLEDGE, SKILLS AND ABILITIES**

- Supports a culture of safety excellence through active involvement in safety improvement and promotes a sense of shared responsibility for safety.
- Knowledge of internationally recognized fuel supply and management standards with good understanding of field support operations, program/contract execution and administration.
- Knowledge of Cook Inlet fuel supply history, infrastructure, and current situation.
- Knowledge of internal procurement policies, practices and procedures.
- Knowledge and skill in Alaska regulatory environment and utility tariff issues.
- Knowledge of Windows environment, including the use of Word, Excel, Outlook and PowerPoint.
- Skill in mathematical concepts such as probability and statistical reference, fundamentals of plane and solid geometry and trigonometry, and the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations
- Skill in researching and analyzing data and develop recommendations and plans.
- Skill and ability in coordinating with others, work under tight deadlines and handle multiple concurrent projects and activities.
- Skill in effective and professional verbal and written communication with the ability to work with executive management, employees, contractors, and the public.
- Skill in negotiation and persuasion with the ability to assertively influence others to reach agreement.
- Advanced computer skills, including ability to design and operate common database software, spreadsheet and project management applications and to define and extract management information for logistical support.
- Ability to establish and maintain effective working relations in a variety of cultural environments.
- Ability to work effectively both independently and in a team setting.
- Ability to produce cogent presentations, contracts, and other written documentations as required in the position.
- Ability to read, analyze, and interpret complex legal documents.
- Ability to logically solve problems using sound judgment and decision-making methodologies.
- Ability to facilitate cooperation between work groups and work functionally across all levels of the organization.
- Ability to improve based on successes and failures.
- Ability to analyze processes for efficiency and make recommendations for improvements.
- Ability to effectively and professionally communicate both verbal and written.
- Ability to facilitate cooperation between work groups and work functionally across all levels of the organization.
- Ability to self-motivate improvement based on successes and failures.
- Ability to analyze processes for efficiency and make recommendations for improvements.
- 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; this list is not inclusive of all the physical demands that may be required. 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.
  - Communicate through speech and hear conversations with others by telephone and in person.
  - Talk, hear and see with enough visual acuity to discern writing on paper or electronically.
  - Frequently operates a vehicle.
  - Lift ten (10) pounds frequently, and occasionally lift and/or carry up to fifty (50) 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 works primarily in an office setting but will be required to visit generation sites and travel to locations outside the State of Alaska.
- Noise level in the work environment is moderate but can be loud in the plant areas.
- Exposure to fumes, dust, mechanical, electrical and safety hazards.

**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](http://www.mea.coop)  
TO COMPLETE AND SUBMIT AN MEA EMPLOYMENT APPLICATION BY THE CLOSING DATE

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](http://www.mea.coop)

**MEA IS AN EEO/M/F/D/V EMPLOYER**