



**GROTON UTILITIES
MANAGER, ENGINEERING
POSITION DESCRIPTION**



Position Title: Manager, Engineering
Department: Utility – Electric
Report To: General Manager, Projects and Planning
Contract: AFSCME Local 818
FLSA Status: Exempt
Approved By: Director of Utilities
Approval Date: June 26, 2023
Closing Date: Friday, September 22, 2023
To Apply: <https://www.indeed.com/cmp/City-of-Groton-3/jobs>

SUMMARY

The Manager, Engineering, is responsible for directing and supervising the Electric Project Management Section and may assume the responsibilities of the General Manager, Projects and Planning in their absence or when the General Manager, Projects and Planning is not available. In addition, the Manager, Engineering is also responsible for protective scheme coordination, construction of distribution circuits and substations, electrical engineering, bid preparations and evaluations, cost control, budgeting, project scheduling, record keeping, maintenance and operation of the Geographical Information System (GIS)/Supervisory Control and Data Acquisition (SCADA)/Outage Management System (OMS) Oversees the overall performance of the Groton Utilities and Bozrah Light and Power distribution systems, managing construction projects and any other related duties as may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Managerial

1. Performs work according to applicable Federal and State safety regulations as well as Groton Utilities Safety Manual and maintains conformance with regulatory and permit requirements.
2. Supports and implements the latest safety guidelines as developed and approved by the Utility Safety Committee.
3. Fosters and maintains a very proactive environment to ensure all employees promote a positive Groton Utilities "At Your Service" public image.
4. Strictly adheres to FERC/NERC/NPCC and ISO New England standards and requirements.
5. Ensures all electric standards meet required statutes.
6. Reviews and discusses performance of staff and outside contractors to the General Manager, Projects and Planning on a regular basis.

7. Ensures that all Electric Project Management activities are completed safely and all safety regulations are adhered to.
8. Promotes organization in industry or trade associations.
9. Coordinates activities of the Electric Project Management Section such as engineering and planning to effect operational efficiency.
10. Plans and assigns work for the Electric Project Management Section. Reviews and approves all work orders that are originated from the electric project management section.
11. Responsible for reviewing purchasing and procurement of materials and equipment utilizing Division specifications.
12. Reviews and assesses bid proposals and contractor plans, including goals and objectives, work breakdown structure, detailed scope descriptions, detailed schedules, risk management approach, budget and staffing requirements and makes recommendations to the General Manager, Projects and Planning.
13. Maintains accurate record of time worked, materials used and work performed and completed as necessary to develop fiscal plant and accounting records.
14. Provides detailed as-built drawings/sketches to be used in updating documents.
15. Provides technical direction, serves as a point of contact or business liaison, prepares briefings for senior management and works to resolve problems specific to the program/project.
16. Files monthly reports of activities, reliability statistics and power outages to the General Manager, Projects and Planning. Make recommendations on improving the reliability and reducing power interruptions.
17. Recommends system upgrades to upper management and prepares capital budgets.
18. Assists in maintaining and executing a preventive maintenance program for all distribution equipment facilities.
19. Prepares, monitors and approves switching sequences, operations for transmission and distribution lines and provides training for employees involved in the preparation of switching sequences.
20. Reviews and approves wiring plans, diagrams for routine switchboard modifications using one-line and three-line schematic diagrams provided by others or developed by the substation section personnel for accuracy.
21. Directs the investigation of complaints regarding voltage problems, power quality problems, interference, accidents and claims. Reports promptly to the General Manager, Operations.

22. Works with the electric operations personnel in the field with the installation, repair and maintenance of various substation and distribution equipment as required.
23. Performs engineering studies to analyze system voltage levels, short circuit analyses and other system values using specialized software.
24. Responsible for the design, engineering and costing associated with the construction of overhead and underground circuits and substation construction.
25. Provides instruction, engineering and technical guidance as to the General Manager, Projects and Planning, General Manager, Operations and Manager, Electric Operations as required.
26. Attends and participates in Committee of the Whole, Mayor and Council and Utilities Commission meetings as required.
27. Participates in and contributes to Strategic Planning and development of goals.
28. Assists the General Manager, Operations as emergency coordinator and assists in directing utility restoration activities.
29. Must be available after business hours to respond to outages and emergencies as part of the supervisor rotation.
30. Performs all other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

Direct the Electric Project Management personnel in training and scheduling their duties in accordance with current safety standards and regulations.

Directs, coordinates and evaluates work performance.

Prepares performance reviews of Electric Project Management personnel.

Carries out supervisory responsibilities in accordance with organization's policies and applicable laws.

Interprets human resource policies and participates in community meetings and organizational planning.

Oversees and inspects work performed by hired contractors.

QUALIFICATIONS

The Manager, Engineering must fully understand the operation of electric substations and the distribution system. This individual must also be familiar with Alternating Current (AC) and Direct Current (DC) control circuits associated with substation breakers and motor operated switches. An in-depth knowledge of various distribution equipment and computer systems normally used in this environment and proficiency

in Microsoft Office are required. This individual must be willing to participate in a team-oriented environment. Efficient work habits and a high-degree of accuracy are required.

Presents a polished and professional image of Groton Utilities to customers, prospective new business clients, suppliers and contractors while developing an exceptional customer service focused business.

Must have constant application of initiative. The employee will have to demonstrate similar achievements against a similar set of challenges.

Efficient work habits, strong skills in attention to detail, organization and meeting established deadlines in a timely and accurate manner are required.

EDUCATION AND/OR EXPERIENCE

Bachelor degree from an accredited college or university in Engineering or Physics. A minimum of ten years' experience in power distribution is required. The individual must have experience in electric metering, switching operations, coordination, protection schemes, engineering software, system analysis, overall utility engineering, SCADA/GIS/OMS systems, electric power distribution and substation operations/maintenance. Knowledgeable of CONVEX operating instructions 6401 /6501 and listed on the CONVEX qualified switcher list, ability to work within the work order system and procedures, knowledgeable with state-of-the-art information, techniques and processes, and engineering design, construction of substation and distribution circuits and analysis of system values. Be knowledgeable and understand NERC/FERC/NPCC standards and requirements.

Employer reserves the right to accept any combination or relevant education, experience or certifications when determining an individual's qualifications for this position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to speak effectively before groups of residents and/or employees.

Excellent written, oral and presentation skills.

Ability to write clear and concise documentation for internal and external use.

Ability to relate to and work well with others, both in person and on the telephone.

Establishes and maintains effective working relationships with superiors, co-workers, subordinates, associates, officials of other agencies and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts.

Able to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Calculate figures and amounts such as proportions and percentages.

Ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Solves practical problems and deals with a variety of concrete variables in situations.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to analyze, develop and implement Standard Operating Procedures (SOP), policies and safety procedures.

Ability to administer activities of a Project Management Department and to supervise the work of others.

Ability to make difficult decisions within established deadlines.

Ability to interpret and apply laws and regulations with firmness and tact.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains membership in local and national work-related associations, i.e., APPA, IEEE and NEPPA.

Must possess and maintain as a condition of employment, a valid driver's license and excellent driving record.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to speak and hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms. The employee is regularly required to sit; climb or balance; stoop; kneel; crouch or crawl. The employee is occasionally required to lift up to thirty (30) pounds. The employee is occasionally required to climb steel structures; ladders and operate aerial personnel lifts. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The aforesaid vision requirements can be satisfied with appropriate medically prescribed prescription glasses/lenses.

WORK ENVIRONMENT

The work environment is, at times, an office environment and, at times, an outdoor environment. When working outdoors, the individual is frequently exposed to inclement weather. The noise level is, at times, moderate and, at times, may be loud. The employee is regularly required to walk on uneven ground.

While performing the duties of this job, the employee will be located in an office environment utilizing office/computer equipment. Employee will occasionally travel to other buildings or offices of subsidiaries companies of the Utilities Department and/or other facilities for company sponsored functions.