

**SHELBY ENERGY COOPERATIVE
POSITION DESCRIPTION**

JOB TITLE: Manager of Engineering

LOCATION: Power Delivery Services

FLSA STATUS: Exempt

EEO CODE: 01-A

REPORTS TO: Senior Vice President
Power Delivery Services

NRECA JOB CODE: 16C

GENERAL SUMMARY:

Under the general supervision of the Senior Vice President of Power Delivery Services, this position has the primary responsibility is to manage, direct, coordinate and control, the design and quality of the distribution facilities necessary to provide the safest, most efficient and reliable delivery of service consistent with sound engineering practices. This includes fostering development through system planning that will prevent premature investment and obsolescence of distribution facilities. This, also, includes providing reliable metering services, including testing, installation and other various functions.

ESSENTIAL DUTIES AND TASKS:

1. Manage and direct an engineering and technical support staff, addressing conflicts and issues as they occur.
2. Learn and remain current about the Shelby Energy's service territory, facilities and system design practices.
3. Learn and remain current about Kentucky Public Service Commission (KPSC) rules and regulations along with those of Shelby Energy including established policies and procedures.
4. Learn and remain current about RUS standards and bulletins relating to engineering, loans, contracts, construction work plan coding, and other requirements.
5. Monitor utility construction projects to assure compliance with NEC, NESC, RUS and Shelby Energy requirements.
6. Review monthly RUS Form 219, inspections of work orders and project costs to insure accuracy and efficient use of funding.
7. Maintain necessary maps, records, easements, meter, and engineering data.
8. Negotiate and prepare Requests for Proposal for contracts relative to special distribution system construction projects and any bidding processes necessary to complete the project.

9. Investigate, participate, and resolve territorial issues/disputes and/or utility easements with neighboring utilities.
10. Participate with wholesale power supplier in the development of Shelby Energy's power requirements study and biennial load forecast.
11. Integrate work plan projects from multi-year construction plans into annual work plans and budgets. Manage the execution of plan from design and construction, through final inspection and close out, in a timely fashion and within budget.
12. Manage engineering information systems: outage management system (OMS), automated meter infrastructure (AMI), meter services, maps, circuit and sectionalizing diagrams to assure accuracy and timely updating of pertinent information.
13. Administer and control the design and staking process of distribution system extensions and improvements, including quality and cost control checks and assure that line designs follow RUS requirements and all applicable requirements of the NESC and other relevant standards.
14. Develop specific engineering designs/plans/specifications for serving electrical requirements of commercial, industrial and other applications with specialized electrical requirements and prepare the necessary documents for 'Agreements/Contracts for Electric Service' for these specialized applications.
15. Administer compliance with KPSC requirements relative to distribution line extensions for new services and any contributions in aid of construction and refunding of same per PSC rules and regulations.
16. Prepare an annual budget that will attain the corporate goals in the most cost effective manner. Review expenses, purchases and manage deviations from the budget.
17. Work with department employees in developing short and long-term goals for the department.
18. Prepare and manage agreements and documents for 'Joint-Use' and 'Pole-Line Route' applications with other utilities.
19. Assist with the preparation and application of rate studies, line extension policies, load forecasts, construction work plans and other studies as required or assigned.
20. Prepare routine and special studies and investigations including voltage levels, customer voltage and flicker complaints, phase balancing, capacitor placement, sectionalizing, voltage regulator applications and economic sizing of conductors and transformers.
21. Assist with development and annual review of the emergency restoration plan.
22. Participate in professional, local and statewide organizations to exchange ideas and information for the benefit of Shelby Energy and the communities we serve.

23. Participate in CPR training, safety classes and other safety activities as necessary.
24. Attend training, schools, workshops, and meetings as directed by the SVP of Power Delivery Services and, as appropriate, by the CEO.
25. Assist with conducting periodic on-site inspections of crews and field personnel.
26. Assist the safety department with the investigation of accidents involving Shelby Energy's facilities and equipment, as needed.
27. May serve as team member for on-call outage duty.
28. Attend and participate in the annual meeting as directed.
29. Responsible for managing miscellaneous projects and other duties as required or assigned.

WORKING CONDITIONS:

Work is performed indoors and outdoors in all weather conditions. Must be able to travel to various work locations in Shelby Energy's service territory. A valid driver's license is required.

Requires travel to attend meetings, training sessions, seminars, etc. Some travel may be overnight and on weekends. Residential and cellular telephones are required. Must be willing and able to respond at any time if emergency exists i.e., fire, storms, outages, accidents, etc.

Employee in this position is required to have his/her permanent residence within 40 minutes driving time of the Shelby Energy headquarters office or located within Shelby Energy's service territory. Regular hours are Monday through Friday, extra hours when necessary and mandatory report whenever needed during non-scheduled work periods.

Shelby Energy Cooperative, Inc. wishes to be in full compliance with the American's with Disabilities Act. In accordance with the act, we will make reasonable accommodations to any person who needs such accommodation whether a new hire or a current employee, assuming that the employee is fully qualified for the position. In order to maintain a safe working environment, each Shelby Energy employee shall:

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Adhere to the Shelby Energy's Safety Manual and abide by the rules adopted Shelby Energy and applicable governmental regulations;

Attend and participate in Shelby Energy Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations; and take responsibility for their own safe work practices and the safety of others.

EFFORT:

Must be able to see, hear and speak. Work requires standing, walking, climbing and sitting. Must be mobile on uneven terrain, able to move body in various positions including maintaining balance, stooping, kneeling, crouching, reaching and working in areas where allergens and insects are present. Must be able to lift seventy-five (75) pounds; must be able to push and pull objects weighing up to one-hundred (100) pounds. Must be able to operate light duty Shelby Energy vehicles. Must hear well enough to engage in conversations, hear various alarms and other sounds. May not be colorblind. Must have the stamina to work in rapidly changing weather conditions, under conditions of crisis and be able to maintain emotional control at all times. Must be able to read, write, measure and perform mathematical calculations.

MACHINES, TOOLS, EQUIPMENT:

PCs, mapping systems, capable of using a transit, meters and recording instruments and other surveying instruments.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in Electrical or Civil Engineering is required. Professional registration in the state of Kentucky is preferred. Three to five years of practical experience with experience and/or aptitude to supervise staff.

General knowledge of the rural electric program, utility rate design, state and federal regulations, and government regulatory agencies is desirable.

Must have ability to plan, organize and coordinate various projects. Must be an effective communicator, both written and oral. Must have ability to develop, prepare, and present reports for management and various regulatory agencies.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required drug test and new hire physical examination. Must possess a valid driver's license in state of residence. Successful performance on pre-employment test is required.

SPECIALIZED SKILLS AND KNOWLEDGE:

- Ability to maintain absolute confidentiality.
- In-depth knowledge and understanding of a broad range of computing technologies and proficiency in apply technology solutions to solve business problems.
- Knowledge of various computer operating systems, relational databases, personal computers and personal computer maintenance.
- Excellent written and oral communication skills including outstanding interpersonal skills.
- Ability to conduct and direct research and present ideas in a business-friendly and user-friendly language.
- Highly self-motivated with keen attention to detail.

- Ability to perform complex mathematical calculations with analytical thought and strong problem-solving skills.
 - Communicate and interact with personnel at all levels of the organization in a business, professional and respectful manner.
- **Shelby Energy Cooperative, Inc. reserves the right to revise and alter this job description as needed.**

Approved: _____ Date: _____

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature _____ Date: _____

Created: 08/10
 Revised: 04/11 06/11 04/12 09/12 09/13 05/17