



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

DATE: August 28, 2024

SPECIFICS

TITLE: FIELD OPERATIONS & ENGINEERING MANAGER			
DEPARTMENT:	KPU	DIVISION:	ELECTRIC
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 4:30 PM
GRADE /STEP:	787 / A-u	DUTIES:	See attached job description
HOURLY/SALARY:	\$11,049.50 - \$14,882.07/ Month – DOE	UNION STATUS:	No

SPECIAL REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with major course work in electrical engineering. Five (5) years of increasingly responsible electrical engineering experience in electric utility transmission and/or distribution operations, including two (2) years with management and supervisory responsibility. Experience with hydroelectric and diesel electric power systems, project management, system planning, overcurrent protection, SCADA, and power quality issues is highly preferred. Experience working with a represented workforce. Possession of, or ability to obtain, a Professional Engineering License in the State of Alaska is desirable.

ADVERTISING REQUIREMENTS

WHEN: Position is Open Until Filled
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO: Major papers in specified area: Ketchikan Daily News Special agencies/associations: Local Schools; Job Service
OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
<https://www.ketchikan.gov/jobs>**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF KETCHIKAN

FIELD OPERATIONS AND ENGINEERING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the administrative direction of and in support of the Electric Division Manager, this senior management position directs the daily operations of the Ketchikan Public Utilities (KPU) electric system and provides engineering oversight, construction and other project management expertise. This position is primarily responsible for overseeing and directing the electric system engineering, planning, protection, and operation functions; overseeing power quality assurance and testing; coordinating electric division activities with other utility divisions, City departments, and outside agencies in order to provide safe and reliable generation, transmission, and distribution of electric energy to the citizens and businesses of the City of Ketchikan and the surrounding Borough.

The Electric Division of Ketchikan Public Utilities provides generation, transmission, and distribution of electric energy to the industry, business, and citizens of the City and Borough. The Field Operations and Engineering Manager must perform his/her duties in a manner that reflects positively on the City of Ketchikan and the Division.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbants may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversees and directs the Electric Division's transmission and distribution and engineering functions, including planning, system protection, and daily system operations, and implements and maintains the power quality assurance program and testing.
2. Manages an Electric Division staff of approximately 20 line and professional employees, including hiring, training, scheduling, and regularly communicating with staff; assigns daily work; reviews and evaluates staff performance, and initiates improvement plans and discipline as appropriate.
3. Provides professional level electric engineering and project management oversight, including preparing preliminary and final plans, designs, cost estimates, schedules, and specifications for electric utility projects.
4. Develops the Electric Division's capital and operations annual budget for the TD&E department, including forecasting funds for staffing, equipment, materials, and supplies; Monitors and evaluates expenditures for approval and implements adjustments.
5. Administers procurement and construction contracts for field operation projects; Coordinates these and engineering projects with other City departments, contractors, consultants, and outside agencies to ensure the successful and timely completion of the projects.
6. Serves as the Electric Division's liaison to address, respond, and resolve sensitive or controversial inquiries, complaints, claims, and other issues raised by citizens, customers, or other outside parties including federal, state, or local agencies or regulatory bodies; Coordinates with other KPU divisions and City departments as necessary for a proper response; Informs Electric Division Manager of critical or significant issues and elevates challenging situations as appropriate.
7. Develops the Electric Division's goals, objectives, and priorities with other senior management

- and effectively and timely communicates them to FO&E staff.
8. Assists Electric Division Manager as directed, which includes conducting or overseeing organizational or operational studies, investigations, developing and maintaining designated data, records, policies, procedures, processes, programs and modifying the same, as appropriate.
 9. Monitors industry trends, developments, and best practices; Recommends modifications, upgrades to equipment and service delivery methods; Oversees installation of approved modifications, upgrades and compliance with applicable local, state, and federal laws.
 10. Represents the Electric Division on a variety of boards and commissions; Participates in appropriate related professional association activities, including attending meetings.
 11. Acts as the Electric Division Manager in his/her absence.
 12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Electric power systems operations and the electric utility industry.
- General operation of hydroelectric and diesel generation facilities.
- Physical characteristics of electricity as required to generate, transmit, and distribute electrical power.
- Principles and best practices of SCADA, electric metering, and power systems engineering.
- Electrical and mechanical devices used to generate, transmit, and distribute electrical power.
- Methods and techniques of engineering an electric power system.
- Principles and best practices of budget preparation and administration.
- Principles of supervision, training, performance evaluation, and progressive discipline.
- Pertinent federal, state, and local laws, codes, regulations, ordinances, and KPU policies.

Skills:

- Operate office equipment including desk and laptop computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear and concise financial and other reports.
- Prepare large budgets.

Ability to effectively:

- Troubleshoot issues occurring in electric power systems.
- Delegate, direct, coordinate and supervise the work of professional and line staff.
- Analyze problems, identify options and alternative solutions, project consequences, and implement recommendations in support of goals.

- Research, evaluate, and plan the installation of new, or the modifications to current, equipment and service delivery methods.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish effective working relationships with a wide variety of individuals.
- Present information and the Electric Division's position to audiences of varied sizes.
- Work under pressure and make sound decisions with limited information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professionalism in stressful or high-conflict situations.

Education and Experience Guidelines *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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Education:

- A Bachelor's degree from an accredited college or university with major course work in electrical engineering.

Experience:

- Five (5) years of increasingly responsible electrical engineering experience in electric utility transmission and/or distribution operations, including two (2) years with management and supervisory responsibility.

Licenses/Certificates:

- Possession of, or ability to obtain within 45 days of employment, a valid Alaska driver's license.

Preferred Qualifications:

- Experience with hydroelectric and diesel electric power systems, project management, system planning, overcurrent protection, SCADA, and power quality issues is highly preferred.
- Experience working with a represented workforce.
- Possession of, or ability to obtain, a Professional Engineering License in the State of Alaska is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment: Work is performed primarily in an indoor setting with regular contact

with the public and various governmental organizations and travel from site to site; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; exposure to all types of weather and temperature conditions, electrical energy, and high voltage,; occasionally works in remote settings; subject to and involves regular contact with staff, other Electric Division and KPU employees, the public, contractors, consultants, and other outside personnel. Some work is performed outdoors, particularly at other KPU worksites.

Common exposure to all types of weather and temperature conditions, electrical energy, and high voltage occurs; some work sites have consistent and/or loud noise; occasionally work in a remote setting is required; and employee is subject to callout at irregular hours for emergency, supervisory, and/or maintenance or other reasons.

Travel: Travel is frequently required by car to various meetings at locations away from the KPU Electric Main Office. Some travel required for training may involve travel by car or airplane and may require an overnight stay(s). Some travel is required to remote work locations using cars, light planes, boats, and other methods of transportation, sometimes under hazardous conditions.

Vision: See in normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 787
Union: No
FLSA: Exempt
Date Approved: August 2024

Human Resources Manager Approval

City Manager Approval