

VALLEY ELECTRIC ASSOCIATION, INC.

JOB DESCRIPTION

I. IDENTIFICATION

- A. Title: **Manager of Engineering**
- B. Department: Engineering
- C. Reports To: Executive Vice President of Engineering & Compliance

II. OBJECTIVES

The Manager of Engineering is responsible for the overall planning and design, performance, and functions of engineering for the Cooperative. Performs diversified engineering, lands and administrative duties that require technical knowledge of electrical, civil, and mechanical applications.

III. KEY RESPONSIBILITIES

- a. Develops, executes and administers policies of the Cooperative as they relate to those employees within the engineering.
- b. Develops, presents, implements, and maintains studies to protect and improve the overall integrity and operation of the electric plant system to maintain reliability and adequacy of the electric service. Studies deal with such topics as voltage drop and sectionalizing, line loss, power requirement, power factor improvement, arc flash, transmission and substations.
- c. Participates in the development, implementation and maintenance of short and long-range work plans; and organizational goals, policies, and procedures.
- d. Develops the departmental budget, monitors expenditures, and analyzes expense and growth on a year-to-year basis.
- e. Oversees and manages the design of transmission line and substations, and supervises the construction of same. Responsible for ensuring that all material and labor related contracts are executed resulting in material being ordered economically and timely. Coordinates schedules and project deliverables with consultant engineers and contract construction crews.
- f. Direct and lead interconnection requests and studies along with consultants.
- g. Establish and maintain working relationships with neighboring utilities and federal and state agencies.
- h. Directs the acquisition of right-of-ways, easements, fee title lands and water rights. Prepares or directs the preparation of legal descriptions, maps and supporting documents for said rights.

- i. Responsible for administration of the Rules and regulations of VEA for the development and management of contracts with large subdivision developers and commercial and industrial services. Ensures compliance with the Cooperative's rate schedules and line extension policies.
- j. Directs the design of major distribution extensions into subdivisions and large power consumers including compliance with all related specifications and codes.
- k. Provides technical supervision, guidance, and final inspection to ensure that line construction is performed in a manner consistent with the Cooperative's construction work plan and specifications and conforms to all applicable construction and safety requirements, standards, and codes. Implement and oversee biological environmental requirements and practices for federally and state protected plants and animals during construction activities. Ensure environmental disturbance is minimized and necessary restoration is implemented post construction.
- l. Prepares procurement and construction bids and closes out documents associated with large and special projects.
- m. Oversees the installation and upgrade of computer assisted engineering and design software and equipment to perform engineering tasks, to ensure its effectiveness and compatibility with general and consumer computer functions.
- n. Coordinates and directs project related efforts with VEA's IT, Communications, Mapping, GIS and Operations departments.
- o. Directly supervises employees in the Engineering Department,\). Is responsible for the overall direction, coordination, and evaluation of these personnel and the systems they operate/maintain.
- p. Carries out supervisory responsibilities in accordance with the Cooperative's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- q. Provides assistance on restoration plans during major outages, as required.
- r. Serves as Chairman of the Standards Committee which sets the standards for equipment and procedures.

The duties and key responsibilities listed herein are not the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the manager.

IV. AUTHORITIES AND ACCOUNTABILITY

- a. The Manager of Engineering shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.

- b. The Manager of Engineering is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The Manager of Engineering is required to use initiative and judgment in making decisions, remembering that the Cooperative's best interest will be affected.
- d. The Manager of Engineering will be expected to make suggestions for the improvement of operations and efficiency.
- e. The Manager of Engineering shall secure the approval of the EVP of Engineering and Compliance in making decisions when policies are not clear or require interpretation.

V. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

Inside the organization:

- a. The position reports directly to the EVP of Engineering and Compliance, with additional reporting responsibilities to the COO and CEO.
- b. Reporting to the position are the Engineering Technicians, System Engineer, Associate Engineer, Engineering Project Coordinator, Engineering Technical Assistant, Supervisor of Lands, GIS/Mapping Technician and Mapping Assistant.

Outside the organization:

- a. Outside Consultants: Engineering, environmental, permitting, IT and lands/surveying related consultants, Construction crew and environmental monitor contractors
- b. Other companies and organizations: Nevada National Security Site, Creech Air Force Base, California Independent System Operator (CAISO), adjacent utilities such as NVE, WAPA, SCE and NNSS, vendors, Bureau of Land Management (BLM), United State Forest Service (USFS), Fish and Wildlife Service (FWS), Nye County personnel, Nevada Depart of Transportation, Members and key accounts.

VI. SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education: Candidate is required to have a Bachelor of Science degree in Electrical Engineering or related Engineering degree. Professional certification or the ability to obtain such registration highly preferred.

Experience: A minimum of ten years related cooperative industry engineering management experience required for this position. Experience with electric utilities, information technology systems and telecommunications systems. Alternative equivalencies to this experience may be considered appropriate and acceptable at the discretion of executive management.

Knowledge: This position requires the application of engineering theory and practice in carrying out its responsibilities. An understanding of the National Electrical Safety Code and other related regulations is required.

Abilities and Skills: Position requires good oral and written communications skills. Must have the ability to work independently, perform the activities necessary to complete work assignments described in the position description and be able to handle and prioritize multiple assignments. Must have the ability to make decisions and set realistic deadlines. Ability to supervise a variety of positions and direct work of others. Must possess or be able to obtain a valid Nevada Driver's License.

Working Conditions/Work Environment: Work will typically be indoors, seated at a desk. Outside work in all kinds of weather may be required at times. Ability to work occasional irregular hours including nights and weekends. This position requires being on-call 24/7. Some travel outside the system is required.

Physical and Mental Requirements: Ability to lift 20 pounds. Ability to sit most of the time. Must have the ability to perform repetitive motions with hands and fingers such as dialing and keyboarding. Must have the ability to use office equipment such as a copier, computer and printer. Must have the ability to communicate to individuals, small and large groups. Must have the ability to read, write and do arithmetic. Ability to analyze data and reports and conduct research. Must have the ability to present information to others and work under stress. Must have the ability to maintain socially appropriate behavior. Ability to interact frequently with members, outside businesses/contractors and co-workers. Must have extensive problem solving skills and be able to organize work to meet deadlines. Must have the ability to work independently, perform the activities necessary to complete work assignments described in the position description. Work requires attention to detail and the completion of reports, which require a high degree of accuracy and detail.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

Accepted by

Date:

Employee

Date:

Manager