

VERENDRYE ELECTRIC COOPERATIVE, INC

POSITION DESCRIPTION

TITLE: Manager of Engineering

DEPARTMENT: Engineering Department – Position Located in Velva Office

REPORTS TO: General Manager

POSITION SUMMARY:

The Manager of Engineering Services is a key member of the cooperative management team. This position is responsible for all engineering foundations within the cooperative, overseeing long and short-range system planning, distribution design, inspection, reliability and leading the engineering department.

MAJOR RESPONSIBILITIES:

Knowledge, Skills and Abilities:

1. Ability to manage multiple projects, assignments, and personnel in a fast-paced environment.
2. Extensive knowledge of NESC code, RUS design and other laws, standards and regulatory requirements regarding a safe electrical system.
3. Coordinate the preparation of engineering studies that improve the operation and reliability of the Cooperative's electric distribution system. These studies include long range and construction work plans, environmental reports, power factor correction, sectionalizing, load balancing, line loss, and reliability studies; spill prevention plans; and small generator interconnects. Possess the skill in performing complex mathematical computations in support of these studies.
4. Oversee planning activities for large commercial projects, small generator interconnection projects, data center projects, including obtaining engineering studies as needed, complying with power supplier and regulatory requirements, and overseeing facilities design.
5. Manage, supervise, and coordinate engineering activities in relation to the complex Utilities Privatization (UP) government contract on Minot Air Force Base to own, operate and maintain medium voltage facilities on base.
6. Analyze project requirements to determine justification and feasibility for implementation.
7. Design switching procedures and system protection schemes.
8. Review completed work orders for compliance with applicable code and construction practices.
9. Implement systems with provisions for continuity of operations during any disaster recovery or other emergency situations. Will be available after hours to answer questions and troubleshoot issues in conjunction with after-hours dispatch and be available for assistance on major outages as required.
10. Review back-feed contingencies, analyzing system sections to ensure proper coordination and load/voltage levels during construction and outage situations.
11. Develop budget for capital improvement projects along with engineering annual budget expense items.
12. Preparation and negotiation of construction contracts and documents and the administration thereof.
13. Conduct annual review of contracts and line extension policies for recommended price adjustments as necessary to maintain cooperative financial requirements.
14. Supports the safety culture by complying with all safety requirements which includes mandatory safety training.
15. Must possess proficient computer skills and have a solid working knowledge of Microsoft Word, Excel, Outlook, and Adobe Acrobat. Must be able to understand Excel formulas, create spreadsheets, analyze data, and possess a high degree of independent problem-solving skills.
16. Ability to resolve member complaints in a credible, timely fashion to maintain good public standing for the cooperative.

Manage, Supervise, Coordinate, Direct, and Assist Engineering Staff:

17. Define training needs and required development and/or certification of all employees in the engineering department to ensure adequate skill levels in all areas.
18. Stay abreast of new and emerging industry trends and technology advances in SCADA, AMI, power quality systems, distributed generation, distribution automation, cybersecurity and other pertinent software and technology. Make recommended improvements to the General Manager.
19. Oversee and direct the design and staking of overhead and underground engineering projects, distribution system improvements, new and upgraded services, subdivision design, line relocations, and work plan projects.
20. Coordinate and oversee the operation and maintenance of the digital GIS/mapping system, map viewing, and electric system model.
21. Spearheads and oversees government grant processes.
22. Provide oversight to staking engineers for load calculations, equipment sizing, easement preparation, cost estimates, and preparation of staking sheets.

Leadership and Supervisory:

23. Carry 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 to ensure adherence to quality standards and deadlines, appraising performance; rewarding and disciplining employees, up to and including termination.
24. Must display a positive attitude, self-motivated, organized, detail-oriented, possess good people skills, eager to take on challenges, learn new tasks and apply them effectively and quickly, and achieve the goals of the cooperative.
25. Provide employees with guidance in handling difficult or complex problems and in resolving escalated complaints and disputes. Must possess a high level of conflict management skills and discernment.
26. Effectively communicate both internally and externally in person, over the phone, via Outlook email, Microsoft TEAMS, and other applications available throughout the day in a timely manner.
27. Develop and implement corporate and departmental policies, procedures, and service standards in conjunction with the management team.
28. Prepare, plan and present information at and/or attend board meetings, staff and employee meetings, strategic planning meetings, member meetings and annual meeting.

ORGANIZATIONS DIRECTLY COLLABORATING WITH:

Minot Air Force Base (MAFB) personnel & leadership and Core of Engineers
Defense Logistics Agency (DLA) & Air Force Civil Engineering Center (AFCEC)
Member-owners
Rural Utilities Service (RUS)
Generation and Transmission Cooperatives
National Information Solutions Cooperative (NISC)
Consulting and Engineering Firms
City and County Engineers, Staff and Leaders
Numerous Vendors
Central Power Electric Cooperative (CPEC)
Basin Electric Power Cooperative
North Dakota Association of Rural Electric Cooperatives (NDAREC)

QUALIFICATIONS:

Bachelor of science degree in electrical engineering or related engineering field is preferred, plus a minimum of 5 years of engineering experience in an electric utility, or closely related industry; or a combination of education and experience providing equivalent knowledge.
Registration as a Professional Engineer in North Dakota is strongly preferred.
Must possess a valid North Dakota driver's license.
Must make and keep residence within thirty (30) minutes of legal driving time to VEC headquarters.