

Job Title: Power Supply Manager

Job Status: Full-Time

Department: Power Supply

Job Grade: P611

Reports To: Director of Power Supply

Work Setting: On-Site

Pay Status: Exempt

Date Created/Updated: 10/28/2024

Location: Wastewater Treatment Plant

Position Summary

The Power Supply Manager will oversee NBU's short- and mid-term power supply needs to support the efficient daily operations of NBU's Real-Time portfolio. This role is essential for executing NBU's energy strategies and initiatives, managing the procurement of power through both physical and financial transactions. Responsibilities include securing fuel, power, congestion revenue rights, and ancillary services, while applying a deep understanding of the ERCOT energy market, analyzing data, identifying trends, and using creative problem-solving strategies to address operational challenges. This role collaborates closely with the Energy Risk department to ensure comprehensive risk oversight and alignment with NBU risk management standards

At NBU, we cultivate a culture of continuous learning, development, and employee empowerment. Therefore, the ideal candidate will have strong mentoring and coaching experience, fostering growth and building capabilities within their team.

Essential Duties & Responsibilities

MANAGEMENT/SUPERVISION

- Assists with hiring process & responsible for coaching and training Power Supply personnel on all aspects of division processes
- Support and mentor Power Supply staff
- Responsible for completing performance reviews, counseling, performance improvement plans and recommending disciplinary action for direct reports
- Prepares staff schedules, approve & monitor leave requests to ensure adequate coverage, backs up duties when needed
- Manage Power Supply staff to produce accurate and timely products and reports
- Assists staff with escalated issues or special projects, as needed
- Promote open communication with direct reports to enhance teamwork
- Promote support and participation in meeting NBU Performance Measure goals
- Work in partnership with the Energy Risk department to mitigate potential risks associated with power supply
- Recommend and implement approved policies/procedures for the division
- Ensures strict adherence to Energy Risk and Credit Risk policies to safeguard company assets and maintain compliance
- Ensures personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Responsible for creating and monitoring operating budget for the department and recommending forecasting improvements for future budgeting needs
- Attend leadership meetings and report appropriate information to direct reports
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices; participating in professional societies

- Possess ability to use higher level cognitive skills required to plan, organize, and strategize
- Exhibits public speaking and presentation skills to address team, senior management, Board, and public, if required

POWER SUPPLY FUNCTIONS

- Managing trading functions for short- and mid-term horizons, optimizing portfolio performance, and responding to market conditions.
- Initiating and reviewing analytic models and databases to assist in portfolio planning and economic decision making such as: load forecasts, analyzing wholesale power prices, estimating resource operations, analyzing market congestion and CRR procurement and valuing current and future hedge positions.
- Managing NBU's Day-Ahead and Real-Time positions and evaluating purchase opportunities for energy and congestion portfolio optimization and recommending strategies that align with NBU's power supply program goals and policies.
- Overseeing and sharing responsibility for daily processes including but not limited to short-term position analysis and participation in ERCOT's Day-Ahead Market.
- Identifying and interpreting data trends and patterns that inform decision making.
- Analyzing historical market prices, energy market outlooks, financial reports and legal documents.
- Preparing reports, presentations, and memorandums that effectively communicate market outlooks, data trends, patterns, and predictions to senior leadership.
- Adhering to appropriate deadlines for submitting, scheduling, and confirming accuracy of wholesale energy and congestion transactions and settlements.
- Supporting data management for developing, storing, maintaining, and distributing data sets related to load, weather, resource generation, historic/forward market price curves, congestion, and market settlements.
- Recommending new data sources and reporting, as necessary.
- Continuous development and understanding of the energy market and electric grid.
- Undertaking research to identify relevant energy market changes and determining potential impacts to NBU's Power Supply program as necessary.
- Monitoring and participating in relevant regulatory activities, stakeholder working groups, and other related energy market activities, as necessary.
- Defining and implementing effective operations, processes, and documentation of procedural work flows to support ongoing business activities.
- Working in high pressure situations while successfully handling multiple demands under tight time constraints.
- Back-up Energy Analysts, as needed
- Other duties as assigned.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Culture, Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Other: May accept work experience in lieu of degree

Work Experience Time Frame: Five Years or More

Field of Study: Business

Certification and Licensures Requirements

[Click or tap here to enter text.](#)

Other Minimum Qualifications

- Five years' experience in electrical power supply; load-resource development and management; power contracts development and power marketing; and system load forecasting preferred
 - Proficiency with numbers, attention to detail, and a solution-oriented mindset is essential
 - Understanding of accounting, economics, statistics, finance and energy technologies a plus
 - A valid Texas Driver's License required to operate a company vehicle when necessary
-

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

Computer, Printer, Scanner, Copier, Telephone

Physical Demands

Standing: Rarely

Making Presentations

Observing Work Sites

Observing Work Duties

Communication with Co-Workers

Fine Dexterity: Constantly

Computer Keyboard

Telephone Keypad

Calculator

Calibrating Equipment

Walking: Rarely

To Other Departments/Office/Office Equipment

Around Worksite

Lifting: Rarely

Supplies

- Equipment
- Files

Carrying: Rarely

- Supplies
- Equipment
- Files

Sitting: Constantly

- Desk Work
- Meetings
- Driving

Reaching: Occasionally

- For Supplies
- For Files

Handling: Frequently

- Paperwork
- Monies

Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading

Other: [Click or tap here to enter text.](#)

- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Never

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Never

- On Ladder
- On Equipment
- On Step Stool

Bending: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Never

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Occasionally

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

Twisting: Rarely

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Occasionally

- Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
--	-------	------------	------------------------	-------------------------	------------------------	-------

Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting

- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date