

Job Title: Electric Engineering Assistant Manager

Job Status: Full-Time

Department: Electric Engineering

Job Grade: 706

Reports To: Chief Engineer of Electric Services

Work Setting: On-Site

Pay Status: Exempt

Date Created/Updated: 5/15/2024

Location: Service Center

Position Summary

The Electric Engineering Assistant Manager is responsible for partial management of the Electric Engineering Department and staff and is the backup administrator of NBU's electric system. During any short-term absence of the Chief Engineer of Electric Services, the Electric Engineering Assistant Manager shall serve as interim manager and perform all regular functions of the Chief Engineer of Electric Services.

Essential Duties & Responsibilities

MANAGEMENT/SUPERVISION

- Under the direction of the Chief Engineer of Electric Services, accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Assists with developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Promotes a positive work environment and encourage teamwork to accomplish results
- Assists with preparing monthly and quarterly reports, board reports and presentations
- Ability to communicate effectively both in written and oral modes
- Ensures personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Assists with establishing strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.
- 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.
- Accomplishes financial objectives by forecasting requirements; assists with preparation & monitoring of annual O&M, capital and personnel budgets; scheduling expenditures; analyzing variances; initiating corrective actions.

ELECTRIC SYSTEM CAPITAL PROJECTS

- Directs consultant services in relation to current year capital projects
- Reviews design work of consultants
- Performs periodic site visits to project locations
- Coordinates with outside entities, both customers and ROW owners, to ensure expectations and requirements are met
- Approves capital project invoicing, including construction and engineering contracts
- Assists with resolution of customer complaints with capital project construction
- Documents status of capital projects with NBU accounting monthly, and NBU Business Services quarterly

CONTINGENCY ASSISTANCE

- Assists with Energy Emergency preparedness to include: responding to alerts from ERCOT, answering technical questions on system equipment, being on-site for directing emergency system switching, and answering questions to assist with system restoration

ADDITIONAL RESPONSIBILITIES

- Directs consultant services in relation to solar projects and ensures all NBU policies and specifications are being met
- Attends quarterly transmission planning meetings
- Attends technical conferences for knowledge of industry trends
- Assists others in maintenance of Electric SCADA System
- Researches new tools and technology which are of value to Electric Engineering team members
- Assists with projecting systems sales, revenue, and purchased power in kWh and kW
- Estimates System load growth in MW and MVA
- Coordinates planning and project activities with NBU Substations department and NBU Operations department

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
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Electrical Engineering

Work Experience Time Frame: Three Years or More

Other: Click or tap here to enter text.

Certification and Licensures Requirements

Licensed Registered Engineer State of Texas.

A valid Texas Driver's License is required to operate a company vehicle when necessary.

Other Minimum Qualifications

- Bachelor's Degree in Electric Engineering is required.
 - Three to five years of engineering experience in the electric industry is required in order to possess knowledge related to NBU circuits, electric line construction, and policies, SCADA systems, as well as all national codes regulating the electric industry.
 - An approved combination of education and experience may substitute for a portion of the above mentioned requirements.
 - Flexibility in available hours, including holidays, weekends, and/or after hours, is required.
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Knowledge of Computer Software

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

Engineering Analysis Software such as Milsoft.

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Printer, Plotter, Calculator, Computer

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Lifting: Never

- Supplies
- Equipment
- Files

Carrying: Never

- Supplies
- Equipment
- Files

Sitting: Frequently

Desk Work

- Meetings
- Driving

Reaching: Rarely

- For Supplies
- For Files

Handling: Rarely

- Paperwork
- Monies

Kneeling: Never

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

Pushing/Pulling: Never

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Never

- Stairs
- Ladder
- Step Stool
- Onto Equipment

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 type="checkbox"/>	<input checked="" 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: Vehicle

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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