

JOB DESCRIPTION

Job Title: Manager, Electrical Engineering Position Number: 95-02

Incumbent: Vacant Effective Date: May 2016

Employment Status: Permanent Bargaining Unit: Yes No

Supervisor's Title: Director, Eng & Capital Projects Department: Eng Services

Subordinate Positions: Electrical Engineers – 2 positions
Protection & Systems Engineer
Transmission & Distribution Engineer
Coordinator, Electrical Projects

SUMMARY

Under the supervision of the Director, Engineering and Capital Projects, the incumbent is responsible for detailed analysis, plans, studies, and other documentation in support of planning and design for expansion, modification, operation and maintenance of generation, transmission and distribution assets. Assists the Director, Engineering and Capital Projects in planning and implementing departmental goals, objectives and programs. Works closely with the Operations and Resource Planning departments on matters related to system operations and improvement; and coordinates activities involving other departments.

DESCRIPTION

1. Designs and supports generation, transmission, and distribution system projects including substations and SCADA. Conducts planning studies, capital improvement project plans, reviews operational and maintenance requirements and system performance.
2. Plans and manages capital projects, and prepares material, cost and timing estimates, reports and design specifications to deliver planned projects on time and within the approved budget.
3. Prepares contract documents and evaluates tenders for electrical projects. Prepares equipment specifications, bid evaluations, construction standards, instructions, various reports and correspondence, related to capital projects.
4. Supervises and inspects the installation, modification and commissioning of electrical systems at project sites. Develops maintenance standards, schedules and programs.
5. Acts as a role model in implementing prudent project management practices within Engineering and other departments.
6. Provides support in defining requirements for technical support, design, and cost estimates for the selection of new equipment, upgrades, as well as other capital improvements and maintenance projects.

JOB DESCRIPTION

7. Performs relaying calculations and programming of electronic relays and designs protection schemes, and control systems for generation and substation equipment.
8. Supervises and supports the Electrical Engineering team, including group and individual goal setting, scheduling, assignment and prioritization of work, technical leadership, training, and mentoring.
9. Develops annual and long-term integrated asset management strategies, including optimized life-cycle maintenance contingency planning, as well as planning for spare parts requirements for all major equipment and systems.
10. Prepares designs for extensions and modifications to the electrical system to include detailed analyses and electrical calculations.
11. Liaises with other departments to obtain or provide advice on a variety of matters related to technical and financial planning and administration, procurement, information systems, security and facilities. Establishes and maintains effective working relationships with staff and provides information and advice in areas of mutual concern or interest.
12. Prepares detailed analyses, plans, studies, and other documentation in support of planning and design for expansion, modification, and maintenance of the electrical system.
13. Develops written documentation and reports for such items as designs, specifications, customer plan reviews, electrical reviews for Project Review Committee items; equipment selections; standards; procedures; planning studies; project proposals; or any other area of department responsibility.
14. Ensures compliance with Federal, Territorial, and local electrical and safety codes and standards and all Yukon Energy safety practices and guidelines.
15. Assists senior management in the development and implementation of proven asset management methodology and proactively leads on key initiatives as required by senior management.
16. Other related duties.

WORKING CONDITIONS

- Majority of the work is performed under normal office conditions with occasional exposure to high voltage and rotating equipment, heights, open water, confined space and plant environment.
- Must maintain the confidentiality of all Corporation information.
- Adheres to all Corporation policies, procedures and guidelines.
- Some travel is required.

JOB DESCRIPTION

KNOWLEDGE, SKILLS, AND ABILITIES

- Registered Professional Electrical Engineer (in Canada), eligible for registration in Yukon with experience relating to power system planning, engineering design, and project management experience related to generation, distribution, transmission, substation, or protection and control systems, and/or pertinent areas with several years experience in utility or related industry.
- Several years' experience in project management, project review, and capital planning.
- Knowledge of electric system design principles; the equipment, materials, and procedures used in electric power systems; the regulations associated with electric power system operations; professional electrical engineering theories, principles.
- Thorough knowledge and experience in design and repair of electric substation, distribution, transmission, and protection and control systems.
- Strong leadership and supervisory skills to direct department activities and ensure work is appropriately prioritized, actioned and meets management objectives.
- Excellent team building skills and the ability to work effectively with peer managers in achieving department and corporate objectives.
- Knowledge of administrative and financial planning procedures to coordinate activities and to develop, implement and monitor program plans, capital and operating budgets.
- Excellent skills relating to communications, human relations, negotiations, strategic operational and financial planning and problem solving.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Self-motivated and versatile, thrives on a wide variety of work (generation, substations, transmission, distribution, protection and control).
- Valid First Aid certificate and a valid class 5 driver's license.

Incumbent

Director

Date