

JOB DESCRIPTION

Job Title: Manager, Electrical Engineering **Position Number:** 95-05

Incumbent: Vacant **Effective Date:** June 2023

Employment Status: Permanent **Bargaining Unit:** Yes ☒ No

Supervisor's Title: Director, Engineering **Department:** Eng Services

Subordinate Positions: Electrical Engineer
Protection & Systems Engineer
Electrical, EIT
Communications Technologist

SUMMARY

Under the supervision of the Director, Engineering, the Manager, Electrical Engineering is responsible for providing direct supervision and team leadership to the Electrical Engineering team. The position is responsible for detailed analysis, plans, studies, and other documentation in support of the planning and design for expansion, modification, operation and maintenance of generation, transmission, substations and distribution assets. The position works with the Director, Engineering in planning and implementing departmental goals, objectives and programs and 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. Responsible to lead and manage the Corporation's Electrical Engineering team, and to provide advice and support to the Director, Engineering on project planning, execution and delivery.
2. Supports preparation of contract documents and bid evaluations for electrical projects.
3. Be the electrical engineering discipline authority on multidisciplinary engineering projects.
4. Prepares and/or assists with equipment specifications, bid evaluations, construction standards, instructions, various reports and correspondence, related to capital projects.
5. Provide proactive and strategic leadership to internal teams for electrical engineering design in support of projects ranging from operational support to large capital infrastructure projects.
6. Lead and manage meetings with clients, as well as work teams.
7. Ensure that the technical and safety standards are maintained in all aspects of design work.
8. Designs and supports generation, transmission, substations and distribution system projects.
9. Conducts planning studies, capital improvement project plans, and reviews operational and maintenance requirements and system performance.
10. Assists the Manager, Asset Management in the development of 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

JOB DESCRIPTION

11. Assists in the development and implementation of electrical standards.
12. Provides support in conducting feasibility studies for new projects/equipment together with business case development and project and execution plans
13. Manager/Supervisor:
 - Supervises and supports the electrical engineering team, including group and individual goal setting, scheduling, assignment and prioritization of work, technical leadership, training, and mentoring.
 - Completes performance reviews on staff on a scheduled basis and renders disciplinary action where required.
 - 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.
 - Develops a variety of written documentation and reports for board of directors, steering committees and projects.
14. Ensures compliance with federal, territorial, and local electrical and safety codes and standards and adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines. Maintains the confidentiality of all Corporation information.
15. Other related duties as assigned.

WORKING CONDITIONS

Majority of the work is performed under normal office conditions with frequent internal and external meetings. Work pressures and demands require work outside of normal office hours. Occasional exposure to harsh environments, noise, odours, and electrical and mechanical hazards when visiting plants or work sites requiring the use of appropriate safety equipment. Some travel is required.

EDUCATION AND EXPERIENCE

- Registered Professional Engineer in Electrical. Must be able to obtain a license with Engineers Yukon (P.Eng.).
- Power utility engineering experience with demonstrated progressive industry experience (8 or more years preferred).
- Familiarity with hydro, thermal, BESS, wind and solar projects/PV systems and will be well versed in both the technical and commercial aspects of development, contracting, and execution.
- Extensive experience in the scope of practice in electrical engineering
- Experience leading a team and supervising staff

JOB DESCRIPTION

- Experience in power system planning, engineering design, modelling related to generation, distribution, transmission, substation, protection and control systems, and/or pertinent areas with several years' experience in utility or related industry.

KNOWLEDGE AND SKILLS

- Knowledge of electric system design principles; the equipment, materials, and procedures used in electric power systems; the regulations associated with electric power system operations; electrical engineering theories, principles.
- Thorough knowledge and experience in design and repair of electric substation, distribution, transmission, and protection and control systems.
- Knowledge of administrative and financial planning procedures to coordinate activities and to develop, implement and monitor program plans, capital and operating budgets.
- Self-motivated and versatile, thrives on a wide variety of work (generation, substations, transmission, distribution, protection and control).
- Ability to negotiate effectively with other departments and outside agents and to understand and verbalize contract issues both in writing and orally.
- Ability to create drawings and write specifications, prepare cost estimates, prepare construction contracts and request for proposals.
- Experience providing leadership and direction in the design and implementation of technical policies, programs and standards
- Excellent interpersonal and leadership skills
- Excellent communication and motivational skills

GENERAL COMPETENCIES

- Delivery of defensible products: capability to deliver high quality products as per project scope, schedule and budget without making errors and omissions, attention to detail, working in a conscientious, consistent and thorough manner.
- Leadership: provides opportunities for people to learn to work together as a team, enlists the active participation of everyone, provides helpful, behaviorally specific feedback to others; ensures that employees have clear goals and responsibilities, ensure that regular and consistent communication takes place.
- Communication: compose clear and accurate technical reports, communicate with others and to assimilate and understand information in a manner consistent with the essential job functions; ability to make effective oral presentations; using state-of-the-art technologies.
- Initiative: Dealing with issues proactively, persistently with curiosity and critical thinking, seizing opportunities that arise.
- Analytical and Conceptual Thinking: analyzing and synthesizing information to understand issues, identifying options, and supporting decision making.
- Using Information Technology: Using latest software and information technology,
- Team work: capability and willingness to fit into multidisciplinary teams, giving honest and constructive feedback to others and working towards solutions that all team members can support.

JOB DESCRIPTION

- Negotiating and Mediating: seeking to resolve different perspectives or problems and/or dispute by taking ownership, discovering common ground and seeking beneficial outcomes for the company and department.