

## JOB DESCRIPTION

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

Incumbent: Vacant Effective Date: July 2018

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 Manager, Electrical Engineering is responsible for providing direct supervision and team leadership to the Electrical Engineering team. And 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. As well, works with the Director 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. Project Management:

- Plans and manages capital projects assigned to the electrical engineering team including the preparation of material, cost and schedule estimates, reports and design specifications.
- Prepares contract documents and evaluates tenders for electrical projects. Prepares and/or assists with equipment specifications, bid evaluations, construction standards, instructions, various reports and correspondence, related to capital projects.
- Assists the electrical engineering team in all aspects of project management.
- Applies prudent project management principles to ensure project completion within approved time and budget and as per quality requirements. Provides reports and updates to senior management.
- Acts as a role model in implementing prudent project management practices within Engineering and other departments.

#### 2. Electrical Engineering:

- Designs and supports generation, transmission, substations and distribution system projects.
- Conducts planning studies, capital improvement project plans, and reviews operational and maintenance requirements and system performance.
- Supervises and inspects the installation, modification and commissioning of electrical systems at project sites.

## **JOB DESCRIPTION**

- Develops maintenance standards, schedules and programs.
  - Prepares or assist in designs for extensions and modifications to the electrical system including detailed analyses and electrical calculations.
  - Assists the Asset Manager 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.
  - Assists in the development and implementation of electrical standards.
  - Provides support in conducting feasibility studies for new projects/equipment together with business case development and project and execution plans
  - Understands relay calculations and programming of electronic relays and designs protection schemes, and control systems for generation and substation equipment.
3. 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.
4. 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.
5. Other related duties as assigned.

### **WORKING CONDITIONS**

The majority of the work is performed in a normal office environment with exposure to outdoor weather, hot, noisy, or cold conditions when working in the field. Travel may be required.

### **EDUCATION AND EXPERIENCE**

- Registered Professional Electrical Engineer , eligible for registration in Yukon.
- Minimum 10 years' experience in utilities including technical and project management experience.
- PMP is recommended but not mandatory.
- 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; professional 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.

### **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.
- 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.