



POSITION DESCRIPTION

Position Title: Engineering Supervisor

Department: Engineering

Approved: June 2022

FSLA Status: Exempt

Executive Summary:

Managing the operations and personnel of the Cooperative in the Engineering Department in accordance with the established policies, plans, and objectives. Assuring that our customer/members are receiving the maximum amount of uninterrupted and reasonably priced electric service through the management of all engineering resources, the design and inspection of construction projects, and the development of capital and maintenance plans to address the safe and reliable operation of the Cooperative's electrical system.

Knowledge:

- To manage the field engineering team and provide efficient operations, effective customer service and a team-oriented approach to engineering responsibilities throughout the organization by:
 - Developing and promoting the application of all requirements for compliance outlined in the PSC tariff, RUS Specifications and the National Electrical Safety Code
 - Rendering prompt, efficient, and reliable Engineering Service which will promote goodwill between the Cooperative, Contractors, Agencies and the members.
 - Developing and promoting the required adherence to all established safety rules and practices.

- Keeping the Engineering & Operations Team properly informed relative to progress, plans, programs, and activities so that he may determine adequacy, effectiveness, and conformity to established policies, objectives and budgets.
- Cooperates and coordinates with other sections, departments and organizations as necessary to perform the responsibilities of the position.
- To promote continuous technical development and efficiency of operations throughout the Cooperative that will advance the Engineering Department operations to new levels.
- Long term planning as well as daily oversight and operation of the Cooperative's Electrical Distribution System

Essential Functions:

Within the limits of established policies, budgets, and legal requirements, assumes responsibility and has commensurate authority, except as specified, for the following activities:

Organization:

Structure:

- Reviews periodically the functions and activities of this Department and recommends to the Manager of Engineering and/or Vice President of Engineering & Operations the organizational structure necessary to meet system objectives; and develops with the other Department members the recommendations for improvements and changes in the overall Department structure.
- Reviews new, revised, or corrected Position Descriptions, and submit to the Manager of Engineering and/or Vice President of Engineering & Operations for approval.

Staffing:

- Works with Manager of Engineering to interview, select personnel for the Field Engineering Department when necessary.
- Reviews new, revised or corrected position descriptions to be used for selection of personnel for positions within his Department.

Wage and Salary:

Works with the Manager of Engineering to determine Wage and Salary adjustment for personnel in the Department in accordance with established policies and procedures.

Training:

Develops and administers training programs for personnel assigned to the Engineering Department and determines that all personnel under his direction are thoroughly trained in accordance with the qualifications and requirements of their positions; sees that all personnel within his Department are trained to work effectively, and trained to maintain standards of their individual classification, and trained to develop others to the full extent of their ability.

Morale:

Develops and stimulates morale and motivates team spirit and enthusiasm throughout the Department by appropriate delegations, recognition of accomplishment, coaching, counseling, and advancement according to merit, interest, and ability; determines employee attitudes on organization goals.

Operations:

Planning:

Work Program:

- Makes recommendations as a member of the Vice President of Engineering & Operations staff and assists when necessary, in developing Long Range Financial Load Growth Plans to be presented by the Vice President of Engineering & Operations to the Board for consideration and appropriate action.
- Develops Long Range Plans for his Department in terms of programs, personnel, facilities, equipment, and supplies; submits plans to Vice President of Engineering & Operations for review, revision, and approval.
- Plans and recommends to the Vice President of Engineering & Operations annual overall goals to be accomplished by the Engineering Department in fulfillment of its objectives; reviews work programs and schedules for personnel under his supervision.
- Responsibilities to include daily coordination of newly installed facilities.

- Works with the Planning Engineer to determine capacitor and regulator placements for optimum system performance. Coordinates with Operations for yearly capacitor requirements
- Develops Annual Work Plan and Long-Range Planning, in conjunction with the Planning Engineer, to meet system goals
- Coordinates with the Operations Department by providing contingency analysis and conductor loading during outages and other system disturbances
- Studies existing information processing systems and scheduling limitations to evaluate effectiveness and develops new applications to improve production or workflow as required.
- Attends technical conferences and seminars to keep abreast of new software and hardware product development and represent Delaware Electric Cooperative's needs to various user groups
- Participates as a team member within the Engineering Department by providing daily operation and project management assistance. Provides functional and technical assistance to supervisors, managers, and others within DEC, by providing assistance, and support involving multiple initiatives, systems, departments, platforms, network protocols, new technologies, analysts, vendors and contractors developing and supporting standard reports, developing and maintaining standard methodologies and best practices
- Coordinates, analyzes, and adjusts data in computer to store, retrieve, and manipulate data for analysis of system capabilities and requirements. Monitors functioning of equipment to ensure system operates in conformance with specifications
- Coordinates daily computer operations, problems, and long-range technology planning issues with and through the DEC Information Systems Department

Policies:

Develops policies, which have been developed with respect to the functions of this Department and the coordinated effects on other departments.

Budget:

Develops and recommends annual budget requirements for the Engineering Department; develops, in coordination with the Manager of Engineering and/or Vice President of Engineering & Operations system budget procedures involving his Department; and as a member of the Engineering & Operations Staff, assists in development of the system budget.

Work Flow:

Develops operating procedures for the Engineering Department and, in consultation with the Engineering & Operations Staff, the operating procedures involving the Engineering Department's function for the entire system; in coordination with the Manager of Electric Operations, develops the schedule for work flow between other departments and his Department in accordance with approved policies and procedures.

Studies the activities of the Department, interprets them in terms of current engineering practices, and recommends work programs and layouts best suited for fulfillment of objectives of his Department.

Equipment:

Participates in the Transmission & Distribution Committee to develop recommendations for submission to the Vice President of Engineering & Operations in the standards and specifications to use in the purchase, repair, and replacement of equipment needed to accomplish the goals of the Engineering Department.

Supervising:

Supervises activities of the Engineering Department and makes certain that all the responsibilities are understood and accepted. Make assignments of appropriate responsibilities and delegates authority with the full recognition that he may not be relieved of his overall responsibility. Makes certain that all responsibilities, relationships, and authorities are understood, accepted, and reflected in operations. These delegations include:

Staking: Responsible for all system staking.

- Easements: Responsible for securing and recording all easements for both distribution and transmission.
- Large Power Accounts: Act as advisor and troubleshooter for these accounts in conjunction with Member Services and Operations.
- Major System Improvements: Determines nature and scheduling of system improvements.
- h. Performs such other duties as required or directed.

Controlling:

- Makes frequent checks to determine the effectiveness in the accomplishments of overall functions of the Engineering Department.
- Holds frequent meetings with personnel in Engineering Department to determine problems, attitudes, and needs which exist within the Department, and recommend required inter-departmental coordination.
- Reviews operations of Engineering Department to determine whether or not established cooperative policies and procedures are adhered.
- Reviews the actual unit standard cost of construction and requirements to determine efficiencies and trends.
- Reviews RUS bulletins affecting engineering and construction, and initiates or recommends action necessary for compliance.
- Works with internal and/or external consultants to see that completed work order construction is certified, that it meets RUS specifications, and sees that corrections are taken if necessary.
- Maintains current knowledge of the system by reviewing and analyzing voltage charts, load data and other engineering reports in order to be able to operate the system and take corrective action as required.

Supervision/Reporting Relationships:

Reports to: Manager of Engineering

Supervises: Field Engineering Team

Internal/External Contacts:

- Vice President of Engineering & Operations: To review major projects and plans with respect to the electric system; to communicate major project progress and status; to obtain information, guidance, and interpretations of policies; to obtain necessary approval.
- General Staff: To participate in the development of the Cooperative's structure, wage and salary plan, work programs, policies, improvements, and budgets.
- Manager of Operations: To consult with to determine system needs and problems, to define and clarify work orders and projects, their necessity and

basis for design, to convey methods and procedures determined by the Engineering Department to be suitable for system application.

- To provide specifications for material and equipment procurement, to consult on ordering schedules and coordination of project scheduling.
- Vice President of Administrative/Finance Services: To coordinate activities resulting in an orderly and timely flow of data required for records maintained in both Departments, to obtain necessary financial data regarding budget related matters.
- Vice President of Member and Staff Services: To consult with regarding member problems and needs, to give understanding of projects and procedural changes that affect members so that proper notification can be made.
- Vice President of Human Resources: To be knowledgeable regarding policies and benefit program that effect Department employees, to provide necessary information for employee files.
- Members: To maintain courteous and cooperative relationships with all
- Engineering Consultants: To develop long-range system planning, line designs, and current construction inspections when required
- Local, County, and State Highway Departments: To confer with and cooperate with relative to building or relocating distribution lines and facilities.
- Rural Utilities Services: To obtain and furnish information from time to time; to obtain bulletin and specifications.
- Telephone and Cable Television Companies: To develop and coordinate activities relating to joint-use contracts

Operations: To receive instructions, assistance, and guidance and to report information relevant to the assigned responsibilities relating to the operations and engineering systems and their interface with other systems.

Information Systems: To receive and give instructions, assistance, and guidance with respect to the corporate information systems goals and direction.

Assigned Personnel: To give instruction, assistance, and guidance and to give and receive information relevant to the assigned responsibilities to coordinate activities for maximum efficiency in the section.

Other Sections: To give and receive information necessary for the design and operation of the computer systems and to provide and receive assistance as directed by the Manager of Engineering.

Other Employees: To give and receive information necessary for the effective functioning of the Department and Cooperative.

Member-Consumers: To promote an understanding of the Cooperative concept and the goals and functioning of the Delaware Electric Cooperative.

Other Cooperatives, Utilities and Agencies: To promote an ongoing business relationship resulting in coordination of activities to the benefit of all parties.

Qualifications:

Education: Bachelor of Science Degree in Engineering.

Experience: Minimum of ten (10) years experience in electric utility system design and operation.

Knowledge: Must have working knowledge of electric utility methods and materials and applicable codes and standards.

Communication, Skills & Abilities:

Must have leadership ability to effectively exercise authority with requisite interpersonal skills, to be an effective speaker and writer (English language) to carry out internal and external, written, and oral communications responsibilities, and be able to develop and effectively administer the Cooperative's practices and procedures.

- Excellent interpersonal and professional communication skills required.
- Capability to present oneself in a professional manner, at all times, when communicating with the following:
 - o DEC members
 - o DEC employees
 - o General public
 - o Agency representatives

Certificates, Licenses, Registrations:

Must possess a current a current, valid driver's license recognized by the State of Delaware.

Must exhibit the ability to become a licensed Professional Engineer in the State of Delaware.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Required to pass a physical examination and drug test upon employment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Salary:

Exempt Status: This position is exempt from the overtime requirement of the Fair Labor Standards Act, as amended, and requires availability for emergencies, peak workloads, attendance at meetings, etc. at all times, without additional compensation.

Salary will be in accordance with the "Wage and Salary Plan of Delaware Electric Cooperative".

Signatures:

I, _____ (Employee's Name), have read and understand the foregoing position description.

Accepted By: _____
Employee Date

Approved By: _____
V.P. of Engineering Date

Approved By: _____
V.P. of Human Resources Date

This document describes the position currently available. It is not an employment contract. Delaware Electric Cooperative reserves the right to modify job duties or job descriptions at any time.