

Engineering Manager
Mission Valley Power (MVP)
Position Description

April 2023

Introduction:

Under the general direction of the Utility General Manager, the incumbent manages the Engineering Department, provides timely electrical engineering and long and short-range planning services for the operations of Mission Valley Power (MVP).

The incumbent may serve as project manager for specific utility system investments and construction plans working with the Utility Operations Manager and others to accomplish system reliability. The incumbent oversees the development of the short-term utility work plans and a BIA Deferred Maintenance Plan which prioritizes MVP system improvements. The Engineering Manager works closely with a local Utility Board in reporting system investments and outcomes so that information can be shared with the Tribal Contractor and the rate payers. The Engineering Manager develops work plans for capital projects on a long term and annual basis, utilizing the goals and objectives of the MVP approved plan.

The Engineering Manager will mentor several employees so they may successfully pass the engineering professional licensing exam. The incumbent will work closely with utility finance and the Operations Department within MVP on a daily basis to accomplish an integrated effort to benefit MVP customers.

The incumbent meets weekly with the utility senior staff and is required by Utility Board resolution to report accomplishments, expenditures, maintenance investments and capital investments to the board monthly including work order status status.

Annual system investments (maintenance and capital investments) will be documented monthly, quarterly and annually. Incumbent is responsible to maintaining a detailed five-year plan to support rate analysis and rate recommendations.

Incumbent will be employed under a contract. On site work highly preferred, hybrid work schedule considered depending on the qualifications and skill set of the individual.

FACTOR 1- General Description of Work

Under the general direction of the General Manager, the incumbent accomplishes all long- and short-range plans as well as all electrical engineering needs for Mission Valley Power.

Duties and Responsibilities:

- Oversees the long-range system planning.
- Ensures compliance with the PL 93-638 contract in regard to system investments, and planning tools available to the BIA and CSKT.
- Will report system investments annually to the GM, the Utility Board, the MVP Consumer Council and the Confederated Salish and Kootenai Tribes.
- Performs or assists with engineering studies such as sectionalizing and

coordination of protection devices, reliability, insulation level and over voltage protection, load growth forecasts and voltage drop in distribution lines.

- Develops technical specifications for equipment procurement.
- Develops the technical requirements for RFP's and engineering contracts.
- Evaluates and recommends contract awards in response to RFP's.
- Prepares cost estimates and feasibility analysis of proposed system improvements or changes.
- Performs calculations to determine appropriate equipment sizing, overhead line conductor sag and tension, pole and guy strengths. Verifies conformance with recognized engineering and safety standards.
- Investigates new distribution and transmission equipment developments for application to Mission Valley Power.
- Analyzes outage reports to determine system problem areas.
- Serves as Engineer-in-Charge of the long-range study, transmission and substation designs.
- Oversees all customer and system generated work orders ensuring compliance with all established work order procedures.
- Recommends to the Utility Board the establishment of customer service communication protocols within the Engineering Department.
- Provides guidance and general supervision to Engineering Department, especially Electrical Engineer/s, Engineering Assistant, R-0-W Agent, Auto Cad Technicians, Staking Technicians, and Distribution Engineer Supervisor.
- Will mentor MVP electrical engineers in the process to obtain licensure.
- Ensures all work practices and equipment meet acceptable safety standards.
- Leads and prepares the Annual Acquisition Plan and annual required work plans.
- Is required to monitor and document completed projects within the BIA Deferred Maintenance Report dated 2021.
- Prepares an annual Operating Budget for the Engineering Department.
- Other duties as assigned;

FACTOR 2- Direction Received

The incumbent performs duties under the general direction of the General Manager, who works in cooperation with the Utility Board to accomplish Utility Board priorities. Position has broad authority in terms of planning and carrying out the work plans for system improvement.

The position is required to report on projects the first Monday of each month to the Utility Board and a representative of the MVP Consumer Council. The required report includes both customer work orders and system work orders. The Utility Board working through and with the General Manager has the authority to set utility priorities and approve of five-year construction plans.

The Engineering Manager will use the 2021 BIA Deferred Maintenance Report for planning purposes regarding system investments. Annual budgets will be set to accomplish the priorities of the work plan in regard to system reliability and required maintenance. Working with the

Operations Manager and the Support Services Manager incumbent develops and recommends the systemic infrastructure to accurately capture system investments.

FACTOR 3-Supervision Exercised

The Engineering Manager supervises the engineering department including Distribution Engineering Supervisor, Electrical Engineers, R-O-W Agent, Auto Cad Technicians, and the Engineer Assistant. This position has full supervision of department, which has at least ten staff members.

The Engineering Manager will develop, review, sign off and approve of all customer and system work orders utilizing the skill set of MVP staff within the Engineering Department to assure skill development.

The incumbent will be responsible to mentor electrical engineers to ensure licensure within the industry.

FACTOR 4- Working Relationships

The Engineering Manager maintains day-to-day working relationships with all managers and supervisors at Mission Valley Power. The Engineering Manager maintains professional working relationships with applicable engineering consultants and equipment suppliers.

An engaged professional working relationship is maintained with the Utility Board, Tribal Council, and other Tribal departments sharing responsibility with Mission Valley Power.

FACTOR 5- Working Conditions

Work is performed in both a field and office setting. Studies and outages often require the incumbent to perform in and around high voltages, in all types of weather, day or night. It is expected that the incumbent would be qualified and able to handle night and weekend call duty. The potential of exposure to extreme hazards is great.

QUALIFICATIONS REQUIREMENTS

- Must be a graduate engineer.
- Must be registered as a Professional Engineer in Montana, or be capable of being registered in Montana a reasonable time period. A copy of the license is required for application.
- Must be able to sustain Professional Engineer license at all times as a term of employment.
- Must have supervision experience for at least 5 years.
- Must have direct successful experience managing construction projects and large sums of system investments.
- Must be able to provide the focus and direction for the utility in long- and short-range plant infrastructure and understand the consequences of his/her recommendations.
- Must have the ability to develop the people in the work group through training, both formal and in-the job.
- Will mentor electrical engineers in obtaining their professional licensure.

