



Chugach Electric Association, Inc.
Position Description

Manager, Substation Operations

Summary

This position is responsible for effectively operating and maintaining the Association's transmission and distribution substations to ensure functional reliability and safety. It is also responsible for establishing and implementing substation maintenance priorities and programs, budget development, supervision of substation personnel and providing support information to upper management. In addition, it works with compliance agencies and other utilities.

Essential Functions

- A. Develop the Substation Operations Department budget. Monitor actual expense to budgeted expense (variances) and make necessary adjustments.
- B. Support information requests from upper management relating to the budget, performance targets, benchmarking, business planning, CIP, outages, asset management, etc.
- C. Develop work standards and productivity measurements for subordinate personnel. Evaluate work performance and provide feedback on a regular, ongoing basis.
- D. Plan and implement substation equipment maintenance programs specifically RCM, Predictive Maintenance and Root cause analysis. Review maintenance activities on continual a basis. Execute RCM plans developed in conjunction with the Manager, RCM/PDM and Work Management. Interpret substation maintenance and test data to develop maintenance priorities. Must be familiar with typical substation testing procedures.
- E. Identify and maintain a supply of replacement parts such as breaker contacts, air compressors, electrical bushings, and other related equipment.
- F. Supervise maintenance, repair, and replacement of power class transformers, reclosers, circuit breakers, switches, capacitor banks, battery systems, static var compensator systems, and related auxiliary equipment.
- G. In coordination with the RCM/PDM and Work Management and the Budget and Project teams, develops and executes substation maintenance programs.
- H. Direct facilities inspections. Schedule maintenance following inspections. Recommend action on major maintenance requirements.
- I. Develop and revise schedules, assign and direct substation personnel to achieve maximum efficiency of available resources and availability of facilities daily
- J. Maintain equipment records, databases, and test reports to provide for control and evaluation of work performed including control of overtime work.
- K. Train personnel in inspection, maintenance, safety procedures, and the theory and practice of substation operations and testing procedures.
- L. Manage all employees in accordance with applicable collective bargaining agreements and established policies and procedures. Perform annual performance evaluation, OSHA certification,

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and appropriate discipline in accordance with applicable collective bargaining agreements and established policies and procedures.

- M. Assume responsibility of "On-Duty Supervisor" on rotational basis with other managers as needed.
- N. Prepare reports as necessary to keep management fully informed on work schedules, progress, problems, and requests.
- O. Review and approve timecards for accuracy and content. Review and prepare material requisitions and approve invoices as authorized. Ensure that all capital purchases are budgeted prior to acquisition of purchases.
- P. Monitor crew compliance with all federal, state, and Chugach required safety laws, rules, policies and procedures. Provide assistance in safety training when called upon to do so.
- Q. Manage composite crews of Relay/Control Wiring Technicians, Electronic Technicians, Substation Technicians, and Substation Linemen.

Relationships

Internal

- Sr. Manager, Substation: Reports to and receives direction and decisions from. Keep informed of progress and problems. Propose new methods and procedures.
- RCM/PDM and Work Management; and the Budget and Project teams: Work in conjunction to plan maintenance schedules, monitor maintenance, and operations activities.
- Manager, Distribution Standards and Engineering Support; Manager, Relay/System Protection; Manager, SCADA/EMS and Telecommunication; Manager, Microwave Operations and Commercial Telecommunications; and Manager, Transmission and Special Projects: Works in close coordination on related activities. Coordinate construction of transmission and distribution substations.
- Manager, System Operations: Exchange information; coordinate outages for maintenance activities and outage response for restoration of service.

External

- Bargaining Unit Representatives
- Member-Owners: Provide needed assistance through telephone conversations or personal contact.
- Consulting Firms: Direct work as applicable.
- Other Utilities: Coordinate and maintain a working relationship for Division activities.

Competencies

- Comprehensive knowledge of electric utility construction, operations, and project scheduling.
- Working knowledge of electrical utility accounting, construction specifications, National Electrical Safety Code, and OSHA rules and regulations.
- Knowledge of special requirements for cold weather operations.

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- Prior experience with budget development and management.
- Able to organize, train, and motivate an efficient work group.
- Ability to read drawings, plans, specifications, schematics, and equipment manuals.
- Ability to schedule and coordinate work.
- Ability to use a computer including word processing, spreadsheet, project management, budgeting and e-mail software.
- Ability to use maintenance management software (e.g. Cascade).

Supervisory Responsibility

Directs the operations of the Substation team. Responsibilities include to supervise, motivate, manage performance and develops staff to ensure accuracy, timeliness and compliance.

Work Environment

Standard office environment with frequent work required in field, sometimes in adverse weather conditions. This position is on 24-hour call-out, on a rotational basis.

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Signatures

Reviewed and approved by:

Luke Sliman

07/26/2024

Date _____

VP, Field Operations

Katie Millen

07/30/2024

Date _____

VP, Human Resources

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Minimum Qualifications and Experience

Education

Bachelors degree in electrical engineering required, with power option preferred. Other college degrees or formal education may be substituted depending on work history and experience. Professional Electrical Engineer registration in the state of Alaska, desirable. Current certification in hazardous waste operations and emergency response training, desired. Must be certified in First Aid and CPR or attain certification at first available opportunity after selection.

Experience

Five (5) years in a progressively more responsible position with electric utility operations construction and maintenance including emphasis on substations for a majority of that time, required. Experience in supervising and in coordination of work with other departments, required. Experience in working with engineering design personnel on substation projects, required. Budgeting and project management experience, required. Experience working in a union environment, preferred.

Substitutions

Additional experience in electric utility operations and substations may be substituted for the required education on a year-for-year basis.

License

Requires current, valid Alaska Driver's License and the ability to be covered by fleet insurance.

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