



Chugach Electric Association, Inc.
Position Description

Manager, Projects - Engineering

Summary

This position sets department objectives to include building and maintaining a strong team, creating processes, communicating effectively and clearly, supporting, and helping the team deliver clearly identifiable objectives. This position provides strong project management focus to design and construct transmission, sub-transmission, substation, distribution, and switchyard facilities in addition to other electrical or nonelectrical projects as required by Chugach. Implements project management tools and techniques to deliver projects.

Essential Functions

- A. Utilize established management information systems to monitor budget, operation and maintenance and capital project activity.
- B. Ensure schedules are developed and regularly updated for expense and capital projects assigned to the Department.
- C. Oversee contract administration for the acquisition of major equipment and material, for civil and electrical construction, and for engineering services.
- D. Oversee preparation of detailed work plans and specifications necessary for major project construction.
- E. Review and approve expenditures within signature limits.
- F. Submit department capital and expense budget for review and approval.
- G. Establish project requirements for facilities construction, including distribution, sub-transmission, transmission, and substation.
- H. Balance the use of consulting engineers to ensure project design schedules are met and that in-house resources are used in the most efficient and cost-effective manner.
- I. Provide established written or verbal status reports of departmental responsibility areas. Provide monthly project reports detailing financial and schedule performance and alignment with budget.
- J. Schedule, assign, and direct the work of subordinates, provide training and mentoring. Monitor and evaluate performance of direct report subordinates.
- K. Ensure performance measures are in place for departmental responsibility areas.
- L. Participate in negotiation of agreements with state and municipal agencies for modification or relocation or company facilities.
- M. Direct the design coordination involved in the interconnection of Chugach facilities with other electric utilities.
- N. Participate in external committee assignments with various organizations with authority to make decisions and act on behalf of Chugach as directed.
- O. Develop and implement a comprehensive Project Management Plan for departmental processes

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FLSA Classification: Exempt	Bargaining Group: N/A	Salary Grade: 14	Job Code: 2339	Effective: March 2023



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which will identify when and where to apply appropriate tools and techniques.

- P. Present to the Chugach Board of Directors for project and contract authorizations.
- Q. Create and maintain an ongoing list of system deficiencies to be slated for capital projects for improvement.
- R. Other duties as assigned.

Relationships

Internal

- VP, Engineering: Reports to, receives decisions and directions from.
- Other Chugach Departments: Seeks out or exchanges information as required. Develops strong working relationships.
- Board of Directors: Prepares and presents to, receives information, and responds to inquiries.

External

- Bargaining Unit Representatives
- Federal, state and local agencies: Interact with relative to construction or relocation of facilities; coordinate the obtaining of necessary construction specifications and permits.
- Railbelt Electric Utilities: Coordinate with and exchange information.
- Various consulting engineering firms and state and federal agencies: Consult and exchange information within the formulation of engineering and planning studies and major construction projects.
- Vendors' and manufacturers' representatives: Consult within regard to operating parameters of equipment, and the availability and pricing of equipment.
- Member-Owners: Provide assistance as needed.

Competencies

1. Must have a thorough knowledge of electric utility systems, operations, and construction. Must have a working knowledge of Uniform System of Accounts, RUS design and construction requirements, RUS Approved List of Materials, National Electrical Safety Code, OSHA rules and regulations, construction contracts, materials and practices, as well as construction and material specifications.
2. Knowledge of the effect of cold weather on the operating parameters of certain substation equipment. Knowledge of common construction practices utilized in Alaska.
3. Must have the skill to recognize electrical system needs, provide solutions that meet electrical and mechanical demands, while also fulfilling aesthetic, economic and environmental requirements.
4. Must have demonstrated success of project delivery using industry recognized project management tools and techniques.
5. Must have the ability to work with other department personnel in preparing plans, construction contracts, and reports. Must be able to innovate methods and designs for improving system and plant facilities.

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- 6. Ability to supervise others and develop effective working relationships. Good written and oral communications skills. Ability to resolve employee conflicts.
- 7. Must be proficient in use of word processing, spreadsheet, database, presentation, and project management software.

Supervisory Responsibility

This position has the supervisory responsibility for the Senior Project Engineers, Project Engineers and Site Engineers. This position directs other Division personnel as required.

Work Environment

Work will typically be performed in a standard office environment. Some field trips will be required for inspection and data acquisition in varying weather conditions. Flights in fixed-wing aircraft and helicopters. Occasional out of town trips and meetings may be required. This position is subject to 24-hour call-out.

Signatures

Reviewed and Approved by:

VP, Engineering

Date _____

VP, Human Resources

Date _____

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Minimum Qualifications and Experience

Education

Bachelor's degree in engineering, required, electrical preferred. Additional specialized training in electric utility designs, construction, planning and accounting, preferred. Alaska Professional Engineer registration or the ability to obtain Alaska Professional Engineer registration by comity within one (1) year, preferred. Master's degree in project management or Project Management Professional (PMP) certification, desired.

Experience

Five (5) years of progressively responsible engineering design or construction experience, required including three (3) years of supervisory and project management responsibility. Experience with high voltage (115 kV and greater) land and submarine cables, preferred. Must have electrical, mechanical, and architectural experience as needed for complete design, including familiarity with foundations and structures. Must have experience in organizing and supervising work groups and coordinating plans and designs with other internal departments and external agencies. Experience working in a union environment preferred.

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