



Chugach Electric Association, Inc.
Position Description

Manager, Distribution Construction

Summary

This position will oversee the division of design and construction projects. It will represent Chugach in dealing with contractors, customers, businesses, utilities, state and municipal jurisdictions and other agencies relative to fieldwork in conjunction with construction management, design modifications, change orders, billing, and project coordination in connection with installation, relocation or modification of Chugach's and other joint-use utility owned facilities.

Essential Functions

- a. Finalize work and construction packages for bidding or unit price contracting. Prepare and administer construction contracts and requests for proposals. Conduct project pre-bids and bid openings. Review and analyze bids for completeness and technical responsiveness and recommend approval.
- b. Negotiate contract terms such as performance requirements, invoicing, reporting, design discrepancies and changes in conditions while working with the design team.
- c. Prepare correspondence for construction of projects including work authorizations, notices, invoices and change orders to proceed subject to signature authority limits.
- d. Review project designs, cost estimates, customer correspondence, associated bid packages and schedules for constructability and completeness.
- e. Coordinate construction activities with customers and agencies.
- f. Ensure construction work complies with prepared construction work package and Chugach's design and construction standards as well as meeting the operational needs of the company.
- g. Manage all project closeout activities are executed in a timely manner including reconciliations, final invoicing, certificates of completion and communication to Accounting.
- h. Monitor and manage workgroup actual costs meet budgetary targets and takes guidance to shift work efforts to align with business needs.
- i. Coordinate with Dispatch Operations during outage events to lead Engineering related response efforts for restoration of distribution facilities.
- j. Assist in the establishment of construction criteria for distribution, sub-transmission and joint-use facilities.
- k. Participate in external committee assignments with various organizations with authority to make decisions and act on behalf of Chugach as directed.
- l. Manage survey and data acquisition efforts to ensure all data is accurately and reliably gathered, compiled and conveyed to the appropriate audiences.
- m. Ensure company survey data is accurately accounted in appropriate data management systems and that it is secure, accessible, and supported.
- n. Anticipate construction, inspection and surveying resource requirements and meet time constraints

Reports To: Sr. Mgr, Distribution & Construction	Department: Distribution – Design & Construction	Location: Anchorage	Position Type: Full Time	pg. 1
FLSA Classification: Exempt	Bargaining Group: N/A	Salary Grade: 13	Job Code: 1332	Effective: December 2024



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of construction season and system operation.

- o. Establish goals and objectives for subordinate staff.
- p. Manage work to ensure Chugach and Engineering departmental goals and objectives are met in a timely, efficient and cost-effective manner while maintaining project schedule and budgets.
- q. Monitor staff performance for compliance with established standards, codes, quality assurance and completion of written support documentation.
- r. Schedule, assign, and direct the work of subordinates. Provide training, coaching and counseling; set a high standard of professionalism and behavior for staff; conduct performance appraisals and disciplinary actions.
- s. Responsible for participating in the hiring, onboarding and recruitment processes. Manage staff in accordance to Chugach’s policies and procedures. Other duties as assigned.

Relationships

Internal

- Sr. Manager, Distribution, Design & Construction: Reports to, receive direction, guidance, decision, and counsel from.
- VP, Engineering: Receive direction, guidance, decisions, and counsel from.
- Design Managers: Coordinate design and construction activities, participate in process development, provide feedback on design quality.
- Manager, Projects: Coordinate construction efforts as required.
- Other Chugach Departments: Coordinate with and exchange information as required.

External

- Bargaining Unit Representatives: Meets with as required.
- Federal, State and Local Agencies: Interact and negotiate with for construction or relocation of facilities; Coordinate the obtaining of necessary construction specifications and permits.
- Communications and other joint-use utilities: Coordinate the design or construction of joint-use facilities and manage joint-use agreements.
- Consulting engineering firms: Consult and exchange information within the formulation of engineering and planning studies and design of construction projects.
- Other Alaska Electric Utilities: Exchange planning and technical information.
- Vendors and manufacturer representatives: Consult with regarding operating parameters of existing or proposed equipment, and the availability and pricing of proposed equipment.
- Member-Owners: Provides assistance as needed.

Competencies

1. Thorough knowledge of electric utility system design, operations, construction, and standard procedures and best practices for work around energized electric facilities.

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2. 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, environmental regulations, construction contracts, materials and practices' as well as construction and material specifications.
3. Knowledge of common construction practices utilized in Alaska. Basic knowledge of environmental protection regulations pertaining to construction activities.
4. Ability to supervise and direct department and contract staff in designing all outside plant facilities for the efficient operation of electrical distribution and sub-transmission systems.
5. Proven ability to recognize the system needs and to assess designs that meet the electrical and mechanical demands, while also fulfilling aesthetic, economic, regulatory and environmental requirements. This includes complete design of overhead and underground distribution lines, transformers, regulators, capacitors and sectionalizing banks and other special projects and loads.
6. Proficient in word processing, spreadsheet, database, presentation and project management software.
7. Understanding and familiarity with the operations and maintenance of survey instrumentation and equipment.
8. Familiar with GIS databases and software tools. Working knowledge of CAD design tools and file storage systems.
9. Ability to work with other department personnel and supervisors in carrying out plans, construction, contracts, etc., utilizing a high level of teamwork skills, is necessary.
10. Effective construction project management skills.
11. Proven excellent customer skills and the ability to resolve conflicts. Must have a high degree of project management and follow-up skills to keep reports, correspondence, and project construction on schedule.
12. Ability to expedite work while maintaining necessary standards. Ability to balance multiple priorities and make necessary decisions promptly.
13. Ability to recognize the ongoing system operation needs during construction and to align construction packages that can meet these constraints.
14. Ability to organize and train an efficient work group.

Supervisory Responsibility

This position has supervisory responsibilities for the Distribution Inspectors & Designers, Engineering Support Technician, and Surveyors.

Work Environment

Most of work schedule will be performed in a standard office environment. Frequent field trips will be required for inspection and design review in varying weather conditions. Outside meetings will be necessary. Occasional out-of-town trips and meetings may be required. Flights in fixed-wing and helicopters will occasionally be required.

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Signatures

Reviewed and approved by:

g Mike Miller

12/16/2024

Date _____

VP, Engineering

Katie Millen

12/16/2024

Date _____

VP, Human Resources

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Minimum Qualifications and Experience

Education

Bachelor's degree in electrical, mechanical or civil engineering, required. Registered Professional Engineer in the State of Alaska, or ability to attain registration, preferred.

Experience

Six (6) years of progressively responsible electrical distribution design, construction and operation experience, including two (2) years of applicable supervisory responsibility, required. Experience must include a combination of design and construction of distribution/transmission substations, high voltage power transmission lines, distribution lines and facilities, underground electrical systems, transformer and capacitor bank installations, and other similar facilities. Experience in an electric utility and field construction inspection experience, required. Other utility construction and maintenance experience including joint-utility environments, desired.

Substitution

Additional experience in related field beyond requirement may be substituted for the required education on a year-for-year basis.

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