



CLASSIFICATION TITLE: Chief Electrical Engineer	JOB NUMBER: 7029	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Energy Services Director	PAY GRADE: 30	FLSA STATUS: Exempt "At Will"

GENERAL SUMMARY

Performs difficult executive work organizing and managing support to the utility power generation, designing the City's electrical transmission and distribution systems, and related work as apparent or assigned. Work is performed under the general direction of the Energy Services Director (supervisor). Divisional supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Evaluates alternative utility power generation sources for technical feasibility and compatibility with the existing utility infrastructure and systems; organizes, manages and provides technical support for the electrical transmission and distribution system and electrical design of commercial/industrial facilities.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Designs the most complex and vital portions of the electrical transmission and distribution systems; reviews other designs, drafting and related work performed

by staff to ensure it is technically correct and appropriate; provides design assistance for the utilities distribution substations; designs future substations, including specifications, drawings and construction review.

- Performs detailed technical analysis regarding electrical system reliability; inspects construction of electrical system projects; ensures compliance with contractual provisions; conducts studies and makes recommendations regarding the operating capacity of the electrical system.
- Coordinates and approves the preparation of material specifications and construction standards for distribution systems.
- Prepares the division budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness; schedules and performs range of probable costs related to electrical system construction projects; informs contractors, customers and coordinates with other divisions as necessary.
- Coordinates work with and receives approval of other departments including writing contract documents for construction and electrical system planning projects; authorizes work orders and assigns to appropriate personnel.
- Performs the duties of the Energy Services Director in his/her absence or in situations as otherwise delegated.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Environmental laws associated with utility operation.
- Advanced technical electrical transmissions and distribution systems.
- General electric utility regulations, policies and best management practices.
- Contract administration.
- Project controls, scheduling, project management, cost control and reporting.
- Risk management fundamentals.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of project management.
- Operation and construction of transmission and distribution systems.
- Materials, methods and tools used in the operation and repair of electrical transmission and distribution systems.
- Principles and practices of budget development and administration.
- Modern office practices, methods, procedures and equipment.

- Record-keeping principles, procedures and techniques.
- Public speaking techniques.
- Budget preparation and control.
- Technical aspects of field of specialty.

Skills and Abilities to:

- Train, supervise and evaluate assigned staff.
- Design electrical transmission and distribution systems according to established laws, rules and regulations.
- Work from blueprints, shop drawings and sketches.
- Compile and verify data and prepare reports for a diversity of audiences.
- Organize a wide scope and complexity of information into concise work packages.
- Maintain routine records.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Washington State Professional Electrical Engineer's license upon hire date.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in electrical engineering, or related field and five (5) years experience in electrical distribution and transmission, including three (3) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others to drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

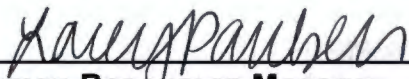
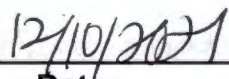
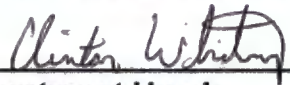
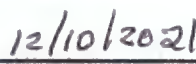
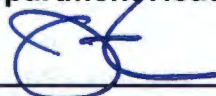

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the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

This work requires regular and punctual attendance at the office or other assigned locations ; work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date