



Town of Danvers Position Description

Title: Engineering & Operations Manager	Classification: Non-Union
Department: Public Works Electric Division	Grade: 18
Reports to: Assistant Utility Director	Department Director: Utility Director
Effective Date: 01/08/2021	FLSA Status: FLSA Exempt

GENERAL SUMMARY:

Under the general direction of the Utility Director, Assistant Utility Director, or their designee, provides electrical engineering services to the Electric Division and other Town departments. The Engineering & Operations Manager is responsible for the daily work of the division's operations. Performs work related to electrical utility in conformance with local, state and federal regulations and codes.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below 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.)

- Manages the assignment of daily operations for the engineering, tech, and line divisions; keeps the Utility Director, Assistant Utility Director and/or their designee apprised of operations.
- Manages the assignment of emergency operations for the engineering, tech and line divisions; keeps the Utility Director, Assistant Utility Director and/or their designee apprised of operations.
- Assists the Utility Director and Assistant Utility Director in the area of system planning to accommodate projected load growth; Evaluates the impact determined by Distribution Engineer(s) of localized load growth of the electrical system; provides recommendations for plans to accommodate such growth.
- Makes recommendations to the Utility Director and Assistant Utility Director with respect to budgeting and capital planning.
- Performs and oversees distribution system analysis and coordination of studies.
- Reviews and recommends electrical engineering computer software.
- Reviews proposals for electrical requirements of new construction as prepared by Electric Engineering staff; evaluates product change recommendations.
- Oversees and dispatches load switching orders in emergency and non-emergency situations.
- Reviews and approves work orders.
- Operates SCADA and other related automated distribution equipment.
- Reviews and makes recommendations on technical proposals.
- Manages the design and construction of multiple 23 KV and 4.16KV distribution projects, including overhead, underground and substation construction.
- Supports Assistant Utility Director with management of personnel.
- Performs the duties of an electric switchboard operator.
- Other related duties as required.

Minimum Qualifications:

- Bachelor's degree in Electrical Engineering from an accredited institution is required, with a concentration in Power Systems preferred. Masters of Science degree in Power Systems preferred.
- 7-10 years of electrical distribution experience.
- 3 years' experience in project management required; 5 years preferred.
- Must be able to obtain Red Tag and High Voltage qualification as determined by the Utility Director within 6 months from date of hire. This time frame may be extended by the Utility Director under certain circumstances.

- Must be able to qualify for and function as the Control Authority, as determined by the Utility Director, for the electric distribution system, within one year of the year immediately following Red Tag and High Voltage qualification. This time frame may be extended by the Utility Director under certain circumstances.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

Knowledge, Ability, Skill

Knowledge: Knowledge of OSHA, NESC, and related distribution construction standards. Experience with GIS and applicable software packages. Familiarity with various distribution analysis software application.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, to document configuration changes and processes

Skills: Excellent customer service and organization skills, excellent time-management skills, excellent written and verbal communication skills, strong project management skills,

Supervision

Received: Works under the general supervision of the Utility Director, Assistant Utility Director, or their designee and in accordance with the applicable provisions of the Massachusetts General Laws.

Exercised: Supervises engineering staff and field personnel as required.

Responsibility: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires knowledge of departmental operations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Regular periods spent outside in non-office environment, subject to all weather conditions.
- Work is performed under typical office conditions; work environment is moderately noisy and subject to frequent interruptions.
- May be required to work additional/extended hours to perform emergency engineering work and emergency operations during designated periods.
- Required standby shift coverage, as assigned, to provide 24-hour coverage of electric engineering.
- Operates a computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Must understand and abide by confidentiality regulations and standards.
- Errors could result in the delay of department services and have legal and/or financial repercussions.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at an efficient speed.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:

Human Resources Director

Date

Received by:

Employee

Date

Human Resources

Date