



KANDIYOHI POWER
— COOPERATIVE —

JOB TITLE:

Engineering & Operations Manager

REPORTS TO:

Chief Executive Officer

FLSA STATUS:

Exempt

EFFECTIVE DATE:

2023

POSITION SUMMARY:

The Manager plans, manages, supervises, and continually evaluates the Engineering and Operations Divisions to align with the organization's mission, vision, and values and to protect and further enhance KPC's reputation. In addition, the Manager ensures high quality and timely planning and design of the KPC distribution system for safe, reliable delivery of service to members.

DUTIES AND RESPONSIBILITIES:

- Creates the conditions by which KPC can achieve its engineering and operations goals & goals associated with other businesses and activities of this division.
- Manages department operations to ensure the expected levels of planning, evaluation and support for construction, maintenance, preventative maintenance, and line service activities of KPC.
- Prepares and submits division activity reports as scheduled or requested, including evaluations and recommendations for change.
- Accountable for work order management and compliance with RUS construction, accounting, and environmental standards and practices.
- Inspect staking sheets and construction projects to ensure compliance with NESC and RUS specifications.
- Act as the liaison with large power members to handle planning of new services and rebuilds or answer questions on existing services.
- Serve as the primary contact for service territory and municipal concerns; oversees management of easements.
- Directs and manages the purchasing and inventory of the Cooperative.
- Oversees regular monitoring and analysis of distribution system health and performance in terms of loading, power factor, load factor, outages, demand, line-loss, etc.
- Oversees metering, SCADA, and AMI systems; determining what standards need to be followed.
- Reviews interconnection requests to ensure IEEE standards and state rules are met as the Distributed Generation Coordinator.
- Develops and administers the assigned budget(s) for which responsible and provides status reports as scheduled or requested.
- Performs and/or participates in various research projects which either supplement basic Engineering activities or apply on a broader basis in the Cooperative.
- Investigation of reliability complaints, stray voltage surveys and research into system problems
- Develops guidelines and practices to be followed in the corrosion protection program designed to minimize environmental effects on system installations.
- Responsible for development of distribution systems plans, studies, and equipment specifications.

- Prepares construction work plans, system protection studies, and long-range engineering studies.
- Administers material standards and specifications for major items such as substations, power and distribution transformers, regulators, dead-end assemblies, capacitors, switchgear, primary cable, etc.
- During a system emergency/major storm, take the appropriate and necessary leadership role in the restoration process, utilizing the Cooperative's Emergency Response plan as a guide.
- Leads planning of substation and distribution system construction and device as well as construction material procurement.
 - Oversees all line and substation device settings, programming, and testing protocols.
 - Responsible for annual planning, tracking, and reporting of line construction and substation projects.
 - Evaluates reliability levels of the distribution system; develops and prioritizes construction and maintenance projects to improve overall reliability of the system.
- Leads and manages division personnel to achieve the desired financial performance of KPC.
 - Builds and improves division efficiency and effectiveness via regular performance evaluations and training of all personnel assigned.
 - Assists in addressing and troubleshooting issues that may arise concerning members, billing, power quality, insurance, energy services, outages, processes, procedures, etc.
 - Generates and maintains team spirit and enthusiasm by appropriate recognition of accomplishments, coaching, counseling, and communicating and by offering advancement when appropriate.
 - Effectively delegates duties and measures results of all personnel assigned with full recognition that the Engineering & Operations Manager retains overall accountability for results and performance of the division.
 - Establishes a work environment in which people know their authority and responsibility and is readily available for help and consultation as may be needed.
 - Provides guidance and direction for division personnel as they perform internal support to the organization.
 - Keeps the Chief Executive Officer informed of important matters which must be handled at that level, with particular emphasis on critical incidents related to safety, dissatisfied customers, or when schedules may be seriously affected.
- Assists Finance, GRE, and/or consultants in performing the following:
 - Sales and power cost budget forecasts.
 - Long range load forecasts.
 - Long range financial forecasts.
 - GRE member sales budgets.
 - Construction and rate proposals for large power users or third parties as appropriate.
 - RUS loan documents.
 - Cost of service and rate analysis; evaluating and developing rates.
 - Arc Flash studies.
- Supports, communicates, and contributes to KPC's vision and strategic plan.
 - Participates as a team member of the CEO's division management team providing input and supporting other divisions.
 - Assists in developing policies and recommendations to be forwarded by the CEO to the Board of Directors.
 - Provides unsolicited and timely advice, insights, and research to the CEO in all matters leading up to strategic and operational decisions of KPC.
 - Supports the CEO's decisions, direction, and vision during communications with the employees, customers, community, or other audiences.
 - Keeps sensitive material confidential.
 - Develops and maintains a good working relationship with other divisions as a contribution toward the development and maintenance of a collaborative, strategic-focused organization.
 - Performs special projects or other assignments as assigned by the CEO.

- Participates and contributes as an active member of the supervisory/management team, providing input on short and longer-term business/system planning, with particular emphasis on the rolling three-year construction work plan and long-range engineering plan.
- Shows initiative in gaining and maintaining the skills, abilities and knowledge required to perform this position in at least a fully qualified and satisfactory manner.

QUALIFICATIONS:

A successful candidate must believe in the values of the cooperative and be driven by the mission. The duties and responsibilities described above are the essential functions of the job. The qualifications below represent the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Knowledge typically acquired through a bachelor's degree in electrical engineering.
- A minimum of 5+ years of work experience required in Engineering or Operations role, and at least 2+ years in a leadership role.
- A Professional Engineer's License for the State of Minnesota is preferred.

Supervisory Responsibilities:

- This Manager of Engineering and Operations supervises the Line Superintendent, Engineering & Operations Assistant, Electrical Equipment & Facilities Technician, and Staking Engineer positions.

Knowledge, Skills, and Abilities:

- Ability to maintain confidential information.
- Knowledge of federal, state, and other applicable laws and their effect on decisions and actions in the workplace including National Electrical Safety Code, RUS specifications and drawings.
- Thorough knowledge of and be able to apply sound engineering principles as they apply to the electric utility industry.
- Must be able to analyze complex, technical problems, exercise sound judgment and arrive at proper decisions.
- Must be able to perform and prepare clear, concise, and accurate engineering reports, studies, and investigations.
- Have a high degree of initiative and demonstrate the ability to work cooperatively with others.
- Must be able to learn and help establish, as required, the Cooperative's policies, engineering practices, standards, and methods.
- Must have demonstrated ability to manage people by providing clear direction of work responsibilities and cultivate a team atmosphere.
- Knowledge of and ability to use personal computers and related software for word processing, spreadsheets, and e-mail.
- Ability to organize, such as arranging, assigning, or prioritizing resources, ideas, situations, events, or people; ability to give attention to detail.
- Knowledge of and ability to develop an accurate budget that expresses planned operations for the department.
- Ability to maintain a valid driver's license.

WORKING CONDITIONS:

- Indoor office work environment: sit for extended periods of time, walk and stand, vision abilities include close and distant focus, talk in person and by telephone.
- Infrequent exposure to extremes in noises, temperatures, etc. Little to no exposure to hazards.

- Light physical exertion required for this position. Occasional lifting and/or carrying, 25 lbs. maximum. Reach with hands and arms. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Must be able to use office equipment such as a copier, fax machine, computer, and printer.

WORK SCHEDULE:

- Manager of Engineering & Operations is a full-time, exempt position.