



ELECTRIC/PROPANE PROJECT MANAGER

Salary Range: \$81,700 to \$107,100 Annually

Summary

Under the direction of the Operations Manager, the Electric/Propane Project Manager supervises the operation, maintenance, troubleshooting and repair of electric and propane system equipment, generators and associated engines, emission control systems, support systems, distribution system equipment, metering equipment at District facilities and assigned field locations, and is responsible for maintaining regulatory compliance for the Electric and Propane enterprises.

Essential Duties and Responsibilities

- Provide project management for the Electric/Propane Department, including planning capital improvements; coordinating, directing and monitoring departmental workflow; coordinating and scheduling electric and propane outages and maintaining personnel schedules to ensure adequate coverage for departmental operation.
- Supervise Electric/Propane operators, including directing day-to-day activities, conducting performance evaluations and implementing disciplinary procedures.
- Ensure that District safety, policy and regulatory standards are met at all times and maintain zero preventable accidents.
- Maintain compliance with all applicable electric and propane regulatory requirements, including routine filings with CPUC, CARB, CEC, NCJPA, and GBUAPCD.
- Evaluate connection requests and review plans to ensure compliance with District Standards.
- Administer the budget and capital expense planning for staffing, equipment, materials, and supplies for the Electrical and Propane Departments.
- Supply transmission load forecasting to schedule coordinator weekly.
- Represent the District regarding services provided and interpretation and definition of District rules, regulations, and procedures to the public as well as local, state, and federal entities.
- Establish and maintain effective working relationships with co-workers, consultants, outside agencies, the public and all others encountered in the normal course of business.
- Perform field activities not limited to medium-voltage hot work, meter installation, leak detection, snow removal, and meter reading.
- Select, train, motivate and evaluate personnel; provide and coordinate staff training; maintain organizational integrity and standards necessary for the efficient and professional operation of the Electric/Propane Department.
- Be available to respond to emergency situations at any time of the day or weather condition.
- Be available to work on-call assignments per the on-call policy.
- Perform other duties as required.

Qualification Requirements

Knowledge of:

- Public utility project / construction management practices and duties.
- Local, state, and federal regulatory requirements and compliance protocols.

- Safe work methods and safety regulations pertaining to the work.
- Principles, techniques, tools, and materials used in the electric and propane trades.
- Electrical, PLC, and electronic circuits applications related to the work.
- Computer programs, including Microsoft suite and telemetry controls.
- Operation and maintenance of a wide variety of hand and power tools, test equipment common to electrical and propane work.

Ability to:

- Exercise independent judgment and initiate action without close supervision.
- Complete course work and on the job training required to perform medium voltage electrical hot work.
- Communicate effectively both verbally and in writing.
- Be adaptable and able to perform under stress.
- Independently manage multiple projects and priorities.
- Plan and organize work to meet schedules and timelines efficiently.
- Implement and promote District policies, regulations, and ordinances.
- Effectively present information to internal and external customers and other employees of the District.
- Read and comprehend, specifications, operation and maintenance manuals, procedures, schematics, wiring diagrams, and single line diagrams.
- Make extensive repairs and overhauls to metering and control instruments.

Education and/or Experience

Education: Bachelor's degree or Project Management Professional Certification. College or technical school coursework in engineering, electrical theory, or business administration is desirable.

Experience: Minimum of (2) years' supervisory experience. Experience working in the utility or construction industry is highly desirable.

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable.

Certificates, Licenses, Registrations

Must have a valid Class C or higher driver's license, and a clean DMV report.

Possess, or complete within six (6) months of hire, Lineworker Certification or equivalent.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.