



## **JOB POSTING**

**Traverse City Light & Power**

Announcement No. 15-001LP

January 29, 2015

### **MANAGER OF OPERATIONS & ENGINEERING**

Traverse City Light & Power (TCL&P), a municipally owned electric utility in Traverse City, Michigan, is seeking qualified candidates for the position of Manager of Operations & Engineering. TCL&P has been providing safe and reliable electricity to the residents and businesses of Traverse City, a Northern Michigan community, for over 100 years. The utility serves approximately 12,400 customers within a service area of approximately 20 square miles.

This position reports to the Executive Director and is critical to the continued success of the utility. Responsibilities include managing and directing all aspects of engineering, service operations, and power production including the operation and maintenance of transmission and distribution facilities along with planning, designing, budgeting and administering engineering projects. The position requires a Bachelor's degree in electrical engineering or related field with licensure as a Professional Engineer (PE) preferred. Experience includes ten years of progressively more responsible experience in electric utility engineering and operations, including supervisory. A detailed job description and additional minimum qualifications can be viewed at <http://www.tclp.org/Display/Careers>.

Competitive benefits package with salary dependent on education and experience. Residency requirement: 20-mile radius from nearest City limit within six (6) months of hire. Position is open until filled. Please submit resume, cover letter and three professional references to:

Kelli Schroeder, PHR  
Manager of HR & Communications  
Traverse City Light & Power  
1131 Hastings Street  
Traverse City, MI 49686

Or via email to [kschroeder@tclp.org](mailto:kschroeder@tclp.org)

EOE

# TRAVERSE CITY LIGHT & POWER JOB DESCRIPTION

## MANAGER OF OPERATIONS & ENGINEERING

**Supervised By:** Executive Director  
**Supervises:** Line Superintendent  
TCL&P Engineering Department Staff

### **Position Summary:**

Under the general direction of the Executive Director, manages and directs all aspects of Light & Power Engineering, service operations, and power production including the operation and maintenance of transmission and distribution facilities. Supervises assigned staff including the Line Superintendent, System Engineer and Field Engineer and in the absence of the Line Superintendent and Field Engineering, oversees the line crews, metering, dispatch, signals and power production and generation staff.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans and coordinates work required to efficiently repair and maintain electric transmission and distribution systems. Prioritizes work, assigns staff, and coordinates work assignments with the Line Superintendent.
2. Oversees, directs and manages employees assigned to the Engineering Department including monitoring work output, employee performance and recommending disciplinary action, if required.
3. Designs and develops systems and methods to implement orderly electric system modifications without service interruptions.
4. Develops and directs preventive maintenance programs to ensure minimal service disruption.
5. Provides engineering expertise and assists with determining and planning system needs. Determines most appropriate methods and materials for service improvements.
6. Provides direct oversight over engineer cost estimating, budgeting and overall scheduling of overhead and underground distribution construction required to implement work plans, protection studies, line maintenance and the extension of distribution lines required to adequately serve existing and new customers.

7. Oversees the scheduling and coordination of field work between TCL&P and outside construction and/or engineering personnel with engineering functions, assists in the preparation and fulfillment of legal contracts and documents and performs necessary inspections and investigations.
8. Recommends and implements new or improved engineering standards, practices or methods.
9. Assists in developing operating and capital budgets and administers budgets throughout the fiscal year assuring conformance with fiscal goals and expense limitations.
10. Oversees records management related to the operations of TCL&P. Ensures compliance with applicable regulatory requirements and prepares and submits required reports.
11. Prepares and administers contracted services including, but not limited to, tree trimming and line construction work, this includes managing the bid process and issuance of purchase orders as necessary.
12. Assists the Manager of Telecommunications and Technology in the development, implementation, operation and maintenance of the supervisory control and data acquisition (SCADA) system and assures its utilization complies with established safety and operating procedures and assists with system administration and field installation of automation equipment.
13. Monitors compliance of the switching orders and switching procedures for manual system operation and automated system operation through the supervisory control and data acquisition (SCADA) system.
14. Participates in short and long range system planning processes
15. Represents the electric utility at meetings and in communications with engineers, regulatory agencies and consultants. Confers with a variety of internal and external contacts regarding operating and service issues.
16. Represents the utility by serving as a board member at the Michigan Public Power Agency meetings in the Executive Director's or Controller's absence. Makes recommendations to the Executive Director regarding decisions required for the administration of Light & Power's interests within the MPPA.
17. Keeps abreast of changes in electric distribution technology and regulations through attendance at conferences and meetings, contacts with other professionals, reading literature and participating in professional organizations.
18. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in electrical engineering or a related field. Licensure as a Professional Engineer (P.E.) preferred.
- Experience requirements include ten years of engineering and operations work within an electric utility, along with a minimum three years of supervisory experience
- State of Michigan Vehicle Operator's License.
- Considerable knowledge of the principles and practices of designing and developing substations and electric distribution and transmission systems along with the operation and maintenance of each.
- Working knowledge of clearance and tagging procedures.
- Basic understanding of construction practices, equipment and materials.
- Working knowledge of SCADA system operations and use.
- Considerable knowledge of National Electric Safety Codes, OSHA regulations, and other codes and regulations governing power transmission and distribution.
- Ability to coordinate, schedule, assign, prioritize and supervise the work of skilled utility workers.
- Ability to effectively communicate and present ideas and concepts orally and in writing and make presentations in public forum.
- Ability to critically assess situations, solve problems and work effectively under stress, within deadlines and changes in work priorities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, manufacturers, contractors, other public utility professionals, administrators, regulators and the public.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax, personal computer and applicable software applications such as word processing, spreadsheet, database, and applications used in electrical system modeling and automated drafting.

- In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. The employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in both an office and field setting, stand, sit, stoop, walk and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight and must frequently operate a vehicle to travel to other locations.

While performing the duties of this job, the employee is also required to work in the field to inspect work projects. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical equipment and the potential threat of electric shock. The noise level in the office work environment is usually quiet to moderate, but may become loud on project sites.