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## Job Title: Engineering Supervisor

Wright-Hennepin Cooperative Electric Association is a member-owned, not-for-profit electric utility that provides power to rural Wright County and western Hennepin County. The cooperative has been a corporate citizen to the area since 1937 and currently serves more than 50,000 electric accounts.

We are hiring! The position is located at our company headquarters in Rockford, MN, 15 miles west of Plymouth on Hwy 55.

The **Engineering Supervisor** is responsible for planning, designing, staking, system protection, work management and other engineering concerns for the electrical distribution system. This role oversees a team made up of GIS/Mapping Technicians, Work Order/New Service Specialists, Engineering Technicians, and Field Engineers.

### POSITION RESPONSIBILITIES

#### Team Leadership

- Oversee WH employees and outside contractors, ensuring process and controls are in place to audit and approve designs as well as ensure projects are staked in a timely manner to meet the needs of the customers.
- Maintain up-to-date job descriptions and conduct annual performance evaluations for employees. Proactively address conflict and build trust and respect on the team. Communicate directly and honestly with team and provide timely and supportive feedback.

#### Engineering & Design

- Oversee designs for all construction activities including new developments, new services, and construction work plan projects and assuring they meet Cooperative specifications and policies as well as RUS & NESC guidelines.
- Oversee the specification, maintenance, and utilization of surveying tools and equipment to allow for an efficient and accurate staking process, including the integration into the system design software and GIS mapping system.
- Select proper sizing and configuration of protection equipment based on engineering guidelines, standards and specifications. Assist in the development of all Sectionalizing Studies and Arc Flash studies.
- Ensure proper Right-of-Way and Easements are in place to install distribution facilities
- Coordinate Joint Trench designs and projects with other joint trench utilities during the pre-construction stage and communicates plans and information to W-H construction foremen and engineers for carrying through work order process. Assist with joint trench billing follow-up questions as necessary.
- Oversee Cooperative's joint use pole attachment process and billing and arranges field inspections to identify and correct NESC violations.
- Coordinate bid packages and specifications designed for contractor installation. Assist Department VP in evaluating bids.
- Arrange for collections of field data concerning loading of lines, voltage levels, loading of equipment, or power quality.

## Work Plan and Budget

- Oversee scheduling of work plan items to meet budget, service, and reliability goals of the Cooperative.
- Attend and participate in pre-construction and government decision-making meetings that may impact WH budgets and long-range construction schedules.
- Monitor present load growth and develop future load forecasts.
- Provide input and aid to WH wholesale power suppliers in the development of the Long-Range Load Forecast.
- Assist in WH land acquisitions for substation property and other needs.
- Pro-actively monitor local development activities in the planning and pre-development meeting stages on a system-wide basis.

## Standards and Materials

- Ensure that construction practices conform to present National Electric Safety Codes, RUS Specification Drawings and RUS approved List of Materials.
- Maintain up-to-date construction standard drawings and computerized material assembly listings.
- Establish Material Specifications. Supervise material purchase orders for approval.
- Meet with vendors and be familiar with product application and new product information.
- Arrange training for line crews on new products, materials, and procedures.

## Substation Management

- Oversee the site preparation and grading of all new substations.
- Assist with the design & project management of all new substations and substation upgrades.
- Specify and approve all substation equipment owned by the Cooperative.
- Assist in developing a maintenance program on all W-H substation equipment

## **JOB REQUIREMENTS**

### **Education and Experience**

- Bachelor's degree in Electrical Engineering
- 5+ years of electrical utility experience
- Previous supervisory experience

### **Licenses/Certificates**

- Professional Engineer (PE) certification

### **Knowledge, Skills and Abilities:**

- Good written and verbal communications skills
- Knowledge of electrical engineering design and construction practices
- Supervisory and Leadership skills
- Ability to keep privileged information confidential
- Knowledge of computer applications and programming
- Must adhere to WH's core values of Teamwork, Dependability, Performance, Integrity, Safety and Member/Customer Focused.

## **WORKING CONDITIONS**

Work in a climate-controlled office environment with minimal physical exertion. Activities include work at the computer terminal and interaction with Wright-Hennepin personnel via verbal, written, and computer technology communication.