

## Electrical District No.3 of Pinal County, Arizona

<b>POSITION TITLE:</b>	<b>Director of Engineering &amp; Operations</b>	<b>Status</b>	Exempt
<b>LOCATION:</b>	District Office 41630 W Louis Johnson Dr Maricopa, AZ 85138-5402		

**COMPANY OVERVIEW:**

Electrical District No. 3 of Pinal County (“ED3”) is a political subdivision of the State of Arizona formed in 1926. ED3 is a nonprofit utility located in Pinal County and currently serves over 24,000 meters, with a service area of 381 square miles and is a fast growing bedroom community of Phoenix, AZ. This service area includes the City of Maricopa, Town of Stanfield and a large farming community.

ED3 offers an extensive benefit package which includes Health Insurance, Holiday Pay, Personal Time Off (PTO), Sick Leave, Dental and Vision Insurance and a 401k plan.

**DEFINITION:**

This position is responsible for planning, directing and controlling activities in the Operations and Engineering Department and will report to the CEO. Duties include overseeing the construction and maintenance of ED3’s electric transmission, substations, and distribution system, while developing departmental goals and objectives, reviewing decisions made by subordinate supervisors, preparing budgets and purchasing.

The Director of Engineering & Operations will exercise and carry out District policy decisions and departmental goals; establish transmission, substation and distribution operation procedures, engineering construction standards, and transmission and distribution analysis.

**JOB SUMMARY:**

Responsibilities for this position include but are not limited to:

- Review Safety performance and implement change as needed.
- Substation relay and SCADA Technical support.
- Administrative, supervisory and management duties.
- Customer and electric utility liaison.
- Analytical Distribution residential, commercial, substation & transmission engineering/design.
- Power operations protocol.
- Outage restoration.
- Contract and project management administration operation support.
- Material procurement and inventory management support.
- Assist with and participate in company Safety Program, including accountability measures.

**ESSENTIAL FUNCTIONS:**

- Participating in ED3 budgeting process and accountable to manage and control all cost impacting set budget.
- Supervision of the Engineering and Operations personnel.
- Planning and execution of all key projects, including assigning staff and responsibilities, coordinating with other departments, the creation of key project documents; e.g., Gantt Chart, project status report, deadlines and timetables.
- Delivering a monthly report, including progress on each major project, percentage of completion, as well as outage reports to the CEO.
- Develop standardized systems and procedures to improve how ED3 executes projects.

**ESSENTIAL QUALIFICATIONS:**

- Training and experience in OSHA regulations, Electric Utility Safe Work Practices, and managing Field Safety Program.
- A strong track record in managing operational growth.
- Strong business planning and implementation skills and the ability to actively manage a variety of critical projects.
- Strong verbal and written communication skills.
- Excellent client interaction skills.
- The ability to lead and get along with diverse individuals.
- The ability to operate efficiently and independently.
- A focus on execution and accountability.

**SPECIAL REQUIREMENTS:**

- Must have considerable administrative, supervisory and management experience.
- Extensive electric utility engineering construction and maintenance experience.
- Proven Safety background.
- Extensive knowledge of outage disturbance event assessment analysis
- Extensive knowledge of power quality monitoring and assessment analysis.
- Extensive knowledge of metering and Automated Metering Infrastructure (AMI).
- Strong knowledge of GIS planning and data management.
- Extensive knowledge of substation fiber communication equipment.
- Extensive knowledge of Transmission and distribution analysis software (PLSF and MilSoft Distribution).
- Extensive knowledge of Microsoft Office software including but not limited to Excel, Word.
- Strategic thinker.
- Strong work ethic and the ability to sustain long work hours when necessary.

**EDUCATION:**

- Bachelor degree in Electrical Engineering preferred, a combination of other education and experience will be considered.

**EXPERIENCE:**

- Ten (10) years' experience managing Engineering and Operations preferably in high level utility management.

**PHYSICAL REQUIREMENTS:**

- Must pass employment drug screening test.
- Must be able to read color-coded information.

**WORKING CONDITIONS:**

- Work in an office environment with some light lifting.
- Minimum low voltage field electrical wiring.
- Work site and field visits will be exposed to outdoor elements.

Please submit resumes with salary expectations to [christina.sandsness@ed-3.org](mailto:christina.sandsness@ed-3.org). For additional information about our organization please visit our website [www.ed3online.org](http://www.ed3online.org).