

**MERCED IRRIGATION DISTRICT
SENIOR ENERGY RESOURCES PLANNER**

FLSA Status – Non-Exempt

DEFINITION:

Under general direction, design new and modifies existing overhead and underground electric transmission and distribution facilities; develops master distribution plans; prepares work orders, electric constructions estimates, material lists, and cost of service studies. Responsible for contacting, interacting and providing assistance to Merced new electric customers in obtaining new electric contracts.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Manage and coordinate Merced Irrigation District's efforts to provide individualized, responsive, high quality customized service to major and key account electric customers.
- Perform a variety of marketing based duties including, but not limited to identifying and quantifying new business opportunities and service issues; work with economic development, county, and city contacts to promote the retail sale of electricity.
- Implement the short and long-range departmental and District goals, objectives, policies and operating procedures established by the management.
- Review, prepare construction, circuit and other drawings, maps, specifications, files and reports to support the operation and maintenance of the District's electric transmission and distribution system. Ensure that the drawings conform to District regulations and standards.
- Act as primary point of contact for new business customers from application through construction.
- Train, lead and evaluate personnel and their assigned duties.
- Interface with the District's electric customers and developers to design residential, commercial and industrial installations, develop detailed construction drawings and maps, and perform varied calculations for the District's electrical system.
- Coordinate completion of jobs between other departments and customers (job scheduling). Provide technical support to field supervisors or other departments when questions or problems arise.
- Prepare designs and work authorizations for outdoor equipment (structures, transformers, disconnect switches, conductors, connectors, insulators, conduits and grounds); electrical arrangements, plans, sections, elevations, details, comprehensive equipment lists, summaries and related calculations.
- Prepare cost estimates for electric transmission and distribution construction projects (overhead and underground).
- Prepare permit submittals to local, state and federal agencies for construction projects.
- Prepare coordination studies for over-current protection devices.
- Provide leadership and direction to the Energy Resources Department, mapping and GIS staff.
- Draft contracts for retention of customers (residential, agriculture, commercial, and industrial).
- Draft bid contracts/requirements/specifications for retention of contractors.
- Draft capital project authorizations for internal and external construction projects.
- Coordinate project information (studies, sketches, computations, other complex data) for the engineering and construction of electric facilities including equipment relocations and replacements, capacity additions, reliability and automation improvements.
- Work with economic development, county, and city contacts to promote the retail sale of electricity.
- Direct installation crews and provides support for site superintendents and job foreman to enable the construction of District facilities.
- Recommend cost-effective strategies to improve project support effectiveness, including safety

SENIOR ENERGY RESOURCES PLANNER

- Ensure compliance through engineering design, specifications, operating bulletins and directives with District safety rules, District policies and rules and regulations of other agencies that apply to District operations.
- Procure equipment and materials for use in the field.
- Help establish specifications for use as standards.
- Assist with department budget planning and management.
- Develop educational/training programs.
- Identify and pursue growth opportunities.
- Perform competitive and market analysis.
- Research and develop feasibility studies for the engineering department pertaining to prospective system extension opportunities.
- Draft clear and concise customer communications as required, including, but not limited to contracts, load sheets, service memorandums, invoicing for miscellaneous electric fees, written transmittals and documentation of information.
- Prepares a variety of reports to keep management informed of program/project status; develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance and public relations, and recommends modifications to increase effectiveness; conducts research and performs analyses to make recommendations to management-related program design.
- Participates in site visits to current business customers to provide electrical service options and provide reports to these clients defining applicable electrical connection costs, rate analysis, economic incentives and energy efficiency incentives.
- Participate in energy audit programs for residential, commercial, industrial, and public customers.
- Review contract/commitments to ensure consistency with relevant rates, rules and policies.
- Provide electrical load feasibility studies for electrical engineering department pertaining to prospective system extension opportunities.
- Identified new business development utilizing market research
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Two (2) years of college with substantial course work in engineering to include drafting, computer aided design, basic electrical theory and mathematics at the trigonometry level.

Experience:

- Five (5) years of related technical experience with electrical distribution facilities.
- One (1) to two (2) years of supervisory experience.

Ability to:

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Demonstrate good customer relations and problem solving skills.
- Prepare, maintain and revise detailed drawings, schematics, sketches and maps both manually and using computer aided design software (AutoCAD) including various types of geographic information system software.

SENIOR ENERGY RESOURCES PLANNER

- Meet project schedule and cost objectives.
- Regular interfacing with other disciplines (such as civil and architectural engineers), clients and District personnel. Supervise assigned technical staff.
- Work effectively with other departments, agencies, contractors, customers and developers. Intermediate computer application skills.
- Solve complex problems.
- Multi-task with several complex and demanding concurrent projects.
- Communicate clearly and concisely, orally and in writing.
- Post completed work orders and service orders to GIS Map and associated Data Base.
- Maintains records in GIS for all equipment located on poles and underground installations.

Knowledge of:

- Fundamentals of electricity; mathematics as applied to computation in power systems including algebra, geometry and trigonometry.
- Drafting and electrical engineering methods and when to apply them.
- Market data for new business development.
- Maintains a working knowledge of rates, rate trends and energy efficiency programs.
- Utility engineering principles, practices, and terminology.
- Working knowledge of National Electrical Safety Code, National Electrical Code, and Merced, Livingston, and Atwater cities Electrical Ordinance.
- Knowledge of overhead and underground construction standards and required materials.
- Knowledge of surveying techniques.
- Knowledge of GIS mapping and Data Base.
- Ability to follow written and verbal instructions: ability to communicate both verbally and in writing: ability to work well with the public.
- Construction practices for overhead and underground electric transmission and distribution facilities installation.
- Over-current protection equipment and coordination.
- Basic electrical theory, General Orders #95, #128 and #165, N.E.S.C and District Electric Rules.

Necessary Special Requirement:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 50% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

SENIOR ENERGY RESOURCES PLANNER

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Manager of Operations and Engineering, Energy Resources.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.