



# Shenandoah Valley Electric Cooperative

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www.svec.coop

## POSITION VACANCY NOTICE

**Department:** System Engineering

**Job Title:** System Engineering Construction Manager

**Job Classification:** Exempt

**Location:** Will be traveling within all five districts

**Position Summary:** To manage all aspects of construction associated with substation, transmission, designated distribution, and any other specially assigned projects for the Cooperative in order to provide the safest, most reliable service at the lowest possible cost to member/owners while achieving Cooperative and departmental goals and objectives within Cooperative established guidelines.

**Reporting Relationships:** Reports to – Manager of System Engineering

Directs – None

### **Responsibilities and Authorities:**

Essential Functions of the Job – Substation, Transmission Line, Designated Distribution, and any other Specially Assigned Construction Projects: Assistance and guidance during design. Management of bidding, ordering, and coordination processes. Communication and coordination with government agencies and related authorities to obtain appropriate permits and permissions for project and maintain relationships with same during course of project. Preparation and management of all contracts. Negotiations with property owners for purchase or easement rights. Management of all aspects of the construction process including but not limited to day-to-day onsite supervision and direction to advanced scheduling and general resource coordination needs. Management, tracking, and reporting of project costs. Management of all aspects of project closeout processes including contracts, bonds, and other commitments. Distributed Resource Interconnection Facilities Construction: Maintain basic knowledge of SVEC interconnection requirements. Manage facility construction projects in accordance with interconnection requirements, current law and codes, and governing agreements between parties. Manage facility construction projects to the same extent as required for substation, transmission, and distribution projects. Communicate with Distributed Resource provider during construction to ensure safe, timely, and correct construction of integration facilities. Maintain a detailed knowledge of SVEC construction assemblies and SVEC construction practices. Coordinate corrective actions for load balancing, equipment loading, maintenance, sectionalizing, etc. Assist with the maintenance and operation of equipment and controls (Recloser Controls, Regulator Controls, Electronic Relaying, etc.) used by Engineering and Operations. Assist with the maintenance and operation of Systems (Communications, Load Management, SCADA, AMI, and general Electric System protection and coordination) used by Engineering and Operations. Advise and assist with specialized installations of equipment. Maintain basic knowledge of equipment and methods used in Power Quality Analysis, Stray Voltage Investigation, Frequency Spectrum Interference Investigations, etc. Advise, write and maintain the Cooperative's switching procedures for planned and emergency situations. Answer day-to-day questions and needs regarding electrical infrastructure. Assist Engineering and Operations Personnel as needed. Advise and assist the Manager of Distribution Systems. Advise the Manager of System Operations in operational planning. Advise the System Operators as needed for specific operational activities. Assist the System Maintenance Engineer in performing needed maintenance activities which includes working closely to coordinate all needs (operational, technical, internal, external, etc.) to perform required maintenance of SVEC Electric System and supporting facilities. Advise and assist others within the System Engineering Department to complete their duties and uphold their responsibilities. Responsible for budgetary tracking and reporting to help manage the financial position of the Cooperative throughout any budgetary year. Organize and coordinate material, delivery schedules, contract labor and construction schedules for substations to make sure nothing is forgotten, and efficiency is maximized. Assist in special projects as necessary.

### **Job Requirements (Knowledge, Abilities, and Skills):**

Training and Experience – Some experience in computer languages. Experience in Microsoft Access and macros from different applications. Experience in AutoCAD preferred. Experience in RUS regulations preferred. Additional supervisory and management courses such as NRECA 300 programs of study.

Knowledge – A thorough knowledge of rural electrification and Cooperative principles.

Abilities and Skills – Must be able to maintain professionalism and control under all circumstances. Has and maintains valid driver's license and acceptable driving record and be able to operate SVEC vehicles. Must become and remain certified in CPR and first aid. Must also be skilled in the use of all safety equipment. Must pass physical exam, drug & alcohol testing initially; drug/alcohol test randomly. Ability to handle the challenge of

operating efficiently under a very flexible schedule due to the number of unanticipated and unplanned requests for services from the various individuals, departments, and outside contacts with whom this position is involved. Leadership ability and the ability to motivate peers toward goal achievement. Strong verbal, written, analytical and interpersonal skills. Demonstrated problem-solving skills. Ability to perform job responsibilities in a timely manner within established guidelines under minimal supervision. Ability to stay current on changes to all areas for which this position has responsibility. Ability to dissect and resolve complex problems quickly and systematically. Gathering data and using it to make justifiable and reasonable projections of future growth and needs. Expectation to know answers or find answers and explanations to problems or events which are out of the ordinary and which other people don't understand or don't know how to research. Ability to keep up with technological changes and governmental requirements, which affect job and the Cooperative. Ability to communicate effectively both orally and in writing. Ability to work well with other departments' personnel and to break down "silos". Ability to interview and select employees. Ability to supervise, coach and direct employees assigned. Ability to dissect and resolve complex problems quickly and systematically. Strong background in utilization of personal computers. Possess effective techniques to research and access all sources necessary to fulfill position responsibilities. Must participate in the On-Call program for the Operations Center (be on standby as required to respond to any problems that arise). Must have access to reliable transportation to and from work.

**Educational Requirements** – Bachelor's Degree in a related engineering field and P.E. preferred or 10 years related experience and/or training or equivalent.

**Internal Applicants:** Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department.

**Applicants:** Please complete an SVEC employment application at [www.svec.coop](http://www.svec.coop) (a resume may be attached to the completed application). Applications can be emailed to [slomas@svec.coop](mailto:slomas@svec.coop) or mailed to SVEC's Human Resources Department.

**Deadline:** Wednesday, March 3, 2021 @ 8:00 a.m.

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.