***SACRAMENTO MUNICIPAL UTILITY DISTRICT***

***POSITION DESCRIPTION***

***POSITION TITLE:*** ***COST CENTER:*** ***POSITION NO.:***

MGR, SUBSTATION MAINT 881

***ORGUNIT***: ***REP CODE:*** ***JOB CODE:*** ***WC CODE***

Distribution Services PAS 50126109 8810

***POSITION PURPOSE:***

To provide leadership, management, supervision and accountability for the effective resourcing, scheduling and safe performance of multi-functional work teams and processes involved in executing the annual, construction and maintenance plan for SMUD substations, underground transmission lines and downtown network and related systems and hazardous material processes.

***REPORTS TO:*** Director, Substations, Telecomm and Metering Assets

***POSITIONS REPORTING DIRECTLY TO THIS POSITION***

Substation Assets Supervisor (3)

***NATURE AND SCOPE:***

Leads the planning, coordination, prioritization, monitoring and review of work results in assigned area; leads the selection, training, motivation, evaluating and development of subordinate personnel and ensures safe work practices, work quality and accuracy, sufficient workforce resources and compliance with applicable rules, policies, regulations and procedures. Leads the development, implementation and management of department goals, objectives, policies and priorities in partnership with the Director; and ensures that department strategic objectives and priorities are achieved and coordinated with other departments.

***ESSENTIAL FUNCTIONS/DUTIES:***

1) Provides leadership, management and accountability to ensure that SMUD has effective distribution and transmission substation, network and underground transmission facilities using specialized technical expertise in construction and maintenance and provides direction for a multi-functional staff by developing and modifying work processes that meet standards of safety and economy; assuring high quality work in the construction and maintenance and efficient facilities through integration of the multifunctional activities required for all distribution and transmission substations, network and underground transmission systems from planning through budget development, scheduling, resource allocation, design, construction, and maintenance.

2) Oversees the resourcing and execution of the substation, network and underground transmission line maintenance and capital plan. Works with other departments in developing project plans including schedules, cost, key work products and milestones; monitoring project progress and completion against plan; revising schedules, scope, expenditures and assignments as warranted; reviewing work products; resolving conflicts and discrepancies; maintaining project records and files; participating in the overall review of the completed project results; and making recommendations for next steps.

3) Responsible for implementing innovations in equipment, technology and materials in the distribution, and transmission substation, network and underground transmission systems.

4) Directs the work of subordinates in multi-functional units that include Substation Electricians, Electrical Technicians, Network Cable Splicers, Hazardous Waste Technicians and Cost/Schedule Specialist and administrative staff and maintains staffing levels and work quality in order to meet defined objectives and assigned unit responsibility by interpreting and executing SMUD policies and procedures that affect subordinate units; recommending modifications to operating policies; overseeing and evaluating work through subordinate supervisors or experienced lead employees who exercise independence in their assignments; hiring, retention, training, coaching, mentoring and developing subordinates; advising units on tasks and operations as required to solve complex problems; ensuring staff safety and prevention of personal injury and equipment loss; and acting to ensure project and operational schedules and budgets are met.

5) Supervises and manages the development and implementation of work processes, policies and procedures and the direction and management of the activities related to construction and maintenance of SMUD transmission and distribution substations, network and underground transmission systems

6) Assists in the development and oversees the administration of the budget for the assigned line of business by monitoring unit budget expenditures against plan; identifying and reconciling budget anomalies; monitoring and revising schedules, expenditures and assignments as warranted; reviewing end-of-year budget results; developing unit budget recommendations for the next fiscal year; and participating in the review of preliminary business unit budget recommendations.

7) Provides timely performance management for assigned subordinate personnel,

8) Assesses human, operational and financial resource requirements, develops recommendations for short- and long-term funding, tools, resources and facilities required to support segment work processes.

9) Develops and maintains team relationships with internal clients, including other managers, supervisors, project managers, and others, and with customers and outside agencies to maximize productivity, open and continuing communications and achievement of work objectives.

10) Personally accountable for ensuring adherence to established SMUD safety policies, Federal, State and local safety and hazardous waste laws, codes, and regulations; support achievement of SMUD safety goals by developing specific safety goals for work process; monitoring and responding to safety concerns of staff, contractors and customers using specific knowledge of Federal, State and local laws and regulations; and working with Safety, Health and Environmental Services to stay abreast of safety innovation and training to ensure a safe work place and prevent injury.

11) Represents SMUD at substation and network industry and professional organizations and committees and participates in forums pertaining to assigned work processes.

12) Provides supervisory "on-call" responsibilities and responding effectively and efficiently in emergency situations.

13) Performs related duties as required.

***MINIMUM QUALIFICATIONS:***

***KNOWLEDGE OF:***

Techniques, principles, practices and stanadards for electric transmission and distribution substations, network and underground transmission construction and maintenance; Federal, State and local safety and hazardous waste laws, codes industry best practices related to distribution and transmission system construction and maintenance; metrics and unit cost development; principles of supervision as well as IBEW and OSE Memorandum of Understanding, SDPs and other special agreements; process design and principles for continuous process improvement; principles of leading and managing multi-discipline, cross-functional teams in a process centered organization; techniques,; work processes associated with the construction and maintenance of transmission and distribution systems and techniques of performance plan and evaluation development and administration for the staff; develop performance metrics and accountability for the staff; principles and practices for taking disciplinary action and conducting investigations, including the Positive Discipline Program; coordinate the work of the function or unit with other SMUD entities; prepare and implement safety plans, procedures and practices for unit; develop and implement new and revised policies and procedures to provide for the effective operation of the area of responsibility; principles and practices for budget development and administration; procedures and practices for monitoring and managing projects; procedures and methods of auditing; standard operating procedures for modern office equipment including a computer and applicable software; English grammar, punctuation and vocabulary standards.

***SKILL TO:***

Achieve results through the efforts of other people, establish and maintain effective working relationships internally/externally; plan, organize, direct, control, and review the work of others; prepare performance plans and evaluations for the staff; develop performance metrics and accountability for the staff and sub-segment; coordinate the work of the function or unit with other SMUD entities; prepare and implement safety plans, procedures and practices for unit; develop and implement new and revised policies and procedures to provide for the effective operation of the area of responsibility; design, maintain and document processes; respond quickly to changing priorities; read and interpret engineering plans, diagrams and drawings; provide effective reporting to management; evaluate and resolve complex technical or management issues; develop and conduct oral presentations to internal and external audiences; assess emergency jobs and conduct and direct operations and repair work in a safe and timely manner; effectively explain complex and/or controversial policies, regulations, procedures and/or activities internally/externally; interpret, analyze and apply pertinent SMUD policies, procedures, regulations, requirements, goals and plans; understand and apply applicable personnel laws, codes and regulations; make innovative recommendations for improvement in construction and maintenance processes; recognize program/project barriers and propose solutions for their resolution; utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally.

***EDUCATION and EXPERIENCE:***

***Education:*** High school diploma or equivalency.

***Experience:*** Ten (10) or more years of progressively responsible relevant work experience in construction, modification, maintenance or operation of transmission and distribution systems. In addition, candidates will typically have at least five (5) years in a lead/supervisory role.

***LICENSES OR CERTIFICATIONS:***

None

***DESIRABLE QUALIFICATIONS:***

None

***PHYSICAL REQUIREMENTS:***

Applicants must be able to perform the essential job functions with or without a reasonable accommodation. This description is incomplete without the physical requirements document that must be printed and attached. It is located on \\Server01\SMUD\Physical\_Job\_Descriptions.

***Revised: 10/2015***