MERCED IRRIGATION DISTRICT
SENIOR DISTRIBUTION PLANNER – ENERGY RESOURCES

FLSA Status – Non-Exempt
Unrepresented

DEFINITION:

Under the direction of the Deputy General Manager, Energy Resources perform Engineering and Planning functions related to MID's electric substation, transmission, distribution, and hydro-electric generation operations, including staff management, preparation and monitoring of departmental and capital and O&M budgets, and provide engineering support to other departments.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Manage all aspects of engineering studies and capital projects for Energy Resources and Hydro, including the preparation and monitoring of feasibility studies, technical studies, project budgets, and supervision of staff, consultants, and vendors, acquisition of required permits, contracts, and agreements.
- Provide planning, contract management, and engineering oversight of all Power Supply and Risk Management activities for the District's electric distribution system. Research, negotiate, develop and implement Power Supply, Resource Adequacy (RA), and Risk Management contracts and policies to ensure adequate and cost-effective power supply to Energy Resources. Research and implement potential sales opportunities for Hydro energy, RA, and RPS products in the CAISO market.
- Complete CPUC, CEC, CARB, EIA, Cap & Trade, RPS, and other local, state, and federal regulatory compliance processes, documents, and training.
- Manage and oversee the District's WECC/NERC compliance program. Draft and implement contract with Compliance vendor for recordkeeping and administrative services for WECC/NERC Compliance. Attend conferences, workshops, and WEBEX's put on by WECC, NERC, and consultants to stay current on standards and requirements impacting the District's Energy Resources and Hydro department's operations. Perform record keeping, audit preparation, and document submittals as required by NERC. Provide MID's Board of Directors periodic reports and updates on the District's NERC compliance activities.
- Prepare and execute Capital and O&M budget items for both Energy Resources and Hydro departments. Create, utilize and update planning models to forecast budgeted Revenues, Power Supply costs, and Debt Coverage ratios. Create and maintain long-term forecasts for Integrated Resource Planning, Balancing Authority planning, Risk Management oversight, and other long-term reporting as required for the District.
- Work with District Management to develop strategic plans, policy formulation, and execution of said plans and policies for Energy Resources.
- Perform and strategize transmission, distribution, and generation system analysis and planning.
- Perform and oversee contractor support of Electric Cost of Service and Rate Design studies for Energy Resources. Pursue Board and customer approval for implementation of new electric rates for Energy Resources.
- Negotiate agreements and contracts with various entities.
- Work with a wide variety of stakeholders on a regular basis, from District customers to local, state, and federal agencies.
- Respond to emergency situations and be on call as assigned. Coordinate emergency situations with appropriate agencies and personnel as required
- Make public presentations to the MID Board of Directors and local, state, and federal agencies as required.
- Represent the District at various power agencies and entities as needed.
- 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:

- Bachelor's Degree from an accredited college or university with major course work in electrical engineering.

Experience:

- Five (5) years of experience as a professional engineer with a background in capital project design, project management, regulatory compliance, system planning and analysis, power and resource adequacy markets, risk management (hedging) program oversight, and electric cost of service and rate design concepts.

Ability to:

- Work closely with District Management, other department managers, staff, constituents, consultants, contractors, other governmental agency representatives, and the general public.
- Exercise leadership, authority, and management tactfully and effectively.
- Plan, organize, direct, coordinate, and supervise functions and activities of Energy Resources to achieve efficient operations and meet service goals.
- Negotiate agreements and contracts with various entities.
- Represent the District at various energy resources agencies and entities.
- Interact effectively with City/s and County governments, serving the District's best interest.
- Solve problems and recommend changes in standards, procedures, and policies to best serve District constituents.
- Ensure prompt and proper response to public concerns and complaints.
- Communicate effectively both orally and in writing. Work cooperatively with staff, employees, and employee organizations.
- Handle confidential information appropriately.
- Effectively utilize various engineering software programs, spreadsheets, word processing software, and other typical office software programs.
- Maintain records, analyze data, and compile comprehensive technical reports and recommendations concerning various aspects of engineering.
- Represent District policies, programs, and services effectively with employees, contractors, representatives of other agencies, and the public.
- Operate a desktop computer to access varied databases and applicable software.
- Understand and carry out oral and written instructions.
- Appreciate political sensitivities and deal tactfully and courteously with outside entities and the public.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Supervise, train, and evaluate staff.
- Organize, schedule, and coordinate work.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with those contacted in the course of work.

Knowledge of:

- Electrical engineering practices related to generation, transmission, and distribution systems.
- Project initiation, CEQA requirements, design, and construction.
- Turlock Irrigation District (TID) and CAISO tariffs and regulations, Dodd/Frank Act, Power and RA Market design
- CEC, CPUC, CARB, FERC, and other regulatory laws, requirements
- Bid specification principles.

- Bid and contracting processes and applicable laws.
- Research and analysis methodologies.
- Technical report preparation.
- Supervisory skills to effectively lead staff.

Necessary Special Requirements:

- A valid California registration as an Electrical or Mechanical Engineer or ability to obtain such certification within twelve (12) months.
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two-hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- 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:

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 that 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 computers, 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 Deputy General Manager, Energy Resources.

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

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Employee Signature/Date

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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.