PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON
Job Description

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Substation Engineering Supervisor</th>
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<tr>
<td>PURPOSE OF POSITION:</td>
<td>Assist and advise the Engineering Director in the administration of substation and automation (SCADA), design engineering, and planning functions. Help establish and meet of substation and automation goals and objectives.</td>
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<tr>
<td>REPORTS TO:</td>
<td>Engineering Director</td>
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<td>SUPERVISES:</td>
<td>Substation Engineers, Engineering Technicians, Others as required</td>
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<td>SALARY LEVEL:</td>
<td>14</td>
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<td>UNION AFFILIATION:</td>
<td>None     FLSA: Exempt</td>
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DUTIES AND RESPONSIBILITIES

Substation & Automation Planning and Design

- Manage the planning and design of District substation and automation functions. Assign and prioritize work and evaluate performance for Substation Engineers and Engineering Technicians.
- Ensure System Engineering compliance with all applicable District policies, standard practices and regulations.
- Perform, manage, and coordinate, according to recognized engineering practices, system-planning studies.
- Manage and participate in the preparation of long-term plans, design and construction projects.
- Coordinate and prioritize the planning and scheduling of construction projects, assuring that the system is reliable and efficient.
- Perform and provide technical assistance in the design, construction, operation and maintenance of the District’s substation and automation activities.
- Supervise the preparation of specifications for and evaluation of the recommendations for appropriate action regarding contractor bids on certain electrical equipment and selected facilities construction.
- Manage or assist in the specifications for purchase of substation material and equipment.
- Coordinate and supervise activities with contractors and consulting engineers on design, construction and other projects.
- Perform or assist in fault studies and protective relay and line coordination schemes, including settings, logic, wiring, schematics and related.
- Coordinate and supervise technical studies, calculations and evaluation tests for the solution of engineering problems.
- Provide technical assistance in the installation, construction, inspection, testing and troubleshooting of substation, automation and SCADA equipment.
- Supervise the work associated with acquisition of various permits required for expansion of existing or new facilities.
- Recommend acquisition of new devices, apparatus and equipment leading to increased efficiency, economy, standardization and appearance of the District’s electrical system.
- Coordinate and prepare reports and studies for substation and automation activities.
• Apply, explain, enforce, maintain knowledge, ensure compliance of and assist with the development of the District’s construction standards, electrical service requirements and engineering standards as they relate to new or modified facilities.
• Provide technical assistance and support for various District departments to coordinate activities and maintain appropriate working relationships.

Engineering Administrative Activities
• Assist the Engineering Director in preparing a preliminary annual District capital improvement budget and in preparing and maintaining a five-year capital improvement plan.
• Prepare correspondence on subjects related to substation and automation activities provided by the District.
• Check the accuracy of design drawings and specifications prepared by others to ensure integrity of the design.
• Maintain current knowledge of local service area substations, transmission and distribution circuits, major switches, protection device locations and areas requiring immediate power restoration; provide leadership and advice during outages.
• Responsible for special engineering projects and duties as assigned by the Engineering Director.
• Perform the duties of the Engineering Director, as delegated, in his/her absence.
• Perform other related duties as assigned.

QUALIFICATIONS
Knowledge, Skills, and Abilities (KSAs)
• Knowledge of all applicable phases of electric system design and construction.
• Ability to effectively communicate both orally and in writing. Must demonstrate ability to interact with customers and agents of other organizations.
• Ability to direct a department with a wide variety of highly technical engineering assignments.
• Demonstrated ability to provide effective leadership.
• Knowledge of engineering fundamentals, drawing, designing and mathematics.
• Thorough knowledge of substation and automation systems.
• Thorough knowledge of applicable laws, codes and accepted safety practices relating to electrical utility work. Must have ability to observe all health and safety regulations and use safety equipment when necessary.
• Knowledge of budgeting and accounting practices.
• Demonstrated ability to solve problems and work independently.
• Working knowledge in the use of personal computers and software used by the District.

Education and Experience
• A Bachelor of Science degree in Electrical Engineering, or equivalent education and experience.
• Eight (8) years of relevant education and professional electrical engineering experience with an electrical utility (or equivalent), as is required to obtain Washington State professional engineering licensure.
Preferred Qualifications
   • A Washington State Professional Engineer license.
   • Experience with automated meter reading systems and revenue metering.

Other Requirements
   • Must have, or obtain, a valid Washington State Driver’s License and qualify for the District’s auto liability insurance.

WORKING CONDITIONS
   • Work is performed in both an office and outdoor setting.
   • Individual may be exposed to conditions and hazards from brush, obstacles, debris, holes, fences, open trenches and others associated with construction sites and public and private property/sites served by the District.
   • Individual will work in the vicinity of energized high voltage electrical equipment.
   • This position may necessitate working beyond normal business hours.

PHYSICAL ACTIVITIES
   • This position requires traversing all types of terrain as well as climbing ladders and stairs.
   • Hand-eye coordination is necessary to operate computers, motor vehicles and various equipment.
   • Interaction with employees, customers and agents of other organizations requires hearing and verbal communication skills.
   • Communication is often done by phone, radio or computer.
   • The ability to distinguish colors is necessary to create, read, and interpret drawings and documents.

Review and Approval of Job Description

By signing below, I agree the job duties described above accurately reflect the work performed by this position.

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor/Department Head</td>
<td>[Signature]</td>
<td>3/10/20</td>
</tr>
<tr>
<td>General Manager</td>
<td>[Signature]</td>
<td>3-10-2020</td>
</tr>
</tbody>
</table>

Received by Human Resources (Initial and Date)

[Signature] 3-10-2020