

VALLEY ELECTRIC ASSOCIATION, INC. (VEA)

JOB DESCRIPTION

I. IDENTIFICATION

- A. Title: **Vice President (VP) of Engineering & Power Supply**
- B. Department: Administration
- C. Reports To: Chief Executive Officer (CEO) - Valley Electric Association

II. OBJECTIVES

To direct the Engineering function of the Cooperative's electrical system in such a manner as to assure modern design of electrical facilities that meet the highest standards and reflect the most efficient utilization of construction and operation methods, techniques and equipment. To manage the Cooperative's power supply by focusing on the vision of providing clean, reliable, and affordable electricity supplies to our members for the near, medium and long term.

III. KEY RESPONSIBILITIES AND AUTHORITY

Within the limits approved by board policies, operating guides and procedures, approved work plans and budgets, and specific delegation from the Chief Executive Officer (CEO), the VP of Engineering & Power Supply assumes the following responsibilities:

- a. Develops and maintains a favorable cooperative image consistent with the cooperative's strategic goals, and through effective internal and external relationships to enhance information transfer, productivity and the ability to influence decisions of others;
- b. Communicates and interprets the Cooperative's strategic goals and policies within the department to establish direction and to obtain understanding and commitment by the employees of the department;
- c. Organizationally communicates and collaborates with other departments on needs and priorities for large and small scale projects in order to develop efficiencies, then coordinates and monitors activities from those projects;
- d. Develops recommendations on department organizational structure, staffing and employee development to accomplish approved goals through the most effective and efficient utilization of available resources;
- e. Develops, recommends, and monitors the annual work plan and budget and prepares regular reports for the CEO, CFO and Board of Directors to assure coordination and compliance with overall Cooperative plans and goals;
- f. Selects and recommends the transfer, promotion, termination and performance management of immediate staff through coaching, positive reinforcement and in cooperation with Human Resources;

- g. Builds, manages and maintains strong relationships, including compliance requirements; and ensuring adequate representation of the Cooperative's interests;
 - i. Arizona G&T (AzGT)
 - ii. California Independent System Operator (CAISO) and related California regulatory agencies
 - iii. Western Area Power Administration (WAPA)
 - iv. Western Electricity Coordinating Council (WECC)
 - v. North American Electric Reliability Corporation (NERC)
 - vi. Federal Energy Regulatory Commission (FERC)
- h. Develops and recommends contracts, agreements and required legal documents for consideration by the CEO and the Board of Directors;
- i. Manages all electric Distribution and Transmission functions for the Cooperative;
- j. Directs the preparation of power requirement studies; long and short range engineering plans; distribution and transmission plans; departmental annual work plans; and other engineering and operational studies to assure adequate system capacity, reliability, workplace and public safety;
- k. Ensures that the Cooperative's distribution, transmission and general plant facilities are designed, constructed and operated in a safe and efficient manner with consideration for limited liability in accordance with RUS, NESC, WECC and other applicable standards and regulations;
- l. Manages power supply portfolio and risks, ensures best pricing for power supply purchasing, and ensures only reliable and credit worthy resources are used, while complying with Cooperative policies and procedures.

The duties and key responsibilities listed herein are not the only ones the employee may be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the manager.

IV. AUTHORITIES AND ACCOUNTABILITY

- a. The VP of Engineering & Power Supply shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures;
- b. The VP of Engineering & Power Supply is accountable to the management of the Cooperative for the efficient performance of these responsibilities and recognizes that although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be;
- c. The VP of Engineering & Power Supply is required to use initiative and judgment in making decisions, remembering that the Cooperative's best interest will be affected;

- d. The VP of Engineering & Power Supply will be expected to make suggestions for the improvement of operations and efficiency;
- e. The VP of Engineering & Power Supply shall secure the approval of the CEO in making decisions when policies are not clear or require interpretation.

V. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

Inside the organization:

- a. The position reports directly to the CEO.
- b. Reporting to the position are: Supervisor of Field & Project Engineering, Supervisor of Lands & GIS, System Engineer, Planning Engineer.

Outside the organization:

- a. Outside Consultants: Attorneys, auditors, business advisors, etc.
- b. Officials and Representatives from ACES, AzGT, RUS, FERC, WAPA, WECC, NERC, CAISO, and RTO's.
- c. Other Cooperatives: Networking and building relationships to ensure best practices and knowledge of latest trends.
- d. Power management and marketing consultants and support teams.
- e. Regulatory officials.
- f. Other companies and organizations that further the strategic initiatives of the company.

VI. SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education: Requires a four-year degree from an accredited college or university with a major in engineering, business administration, accounting, business management, or other related degree. Master's degree preferred. Additional specialized training in electric utility system design, operation and evaluation via seminars and special courses is also required.

Experience: A minimum of 15 years of increasingly responsible experience in electric utility system design, construction, and operation is required, preferably with a consumer-owned or publicly held utility system. A minimum of 15 years' experience in leading successful teams, and maintaining effective relationships, both within and outside the organization, is required. 10 years working in power markets is highly desirable.

Risk Assessment: This position requires access to certain secure assets and information. As a result, individuals in this position must be able to successfully pass a Personnel Risk Assessment every seven years, as required by the North American Electric Reliability Corporation (NERC) Critical Infrastructure Protection (CIP) standards. Additionally, the individual in this position must be able to obtain security clearances with military installations that are contracted with VEA.

Knowledge: Requires a working understanding of ISO's, RTO's, WECC, FERC, and NERC; and a thorough working knowledge of distribution system design, construction, operations, the power marketplace in the US and the regulatory and environmental requirements related to this marketplace, as well as maintenance specifications and standards. Must possess in-depth conceptual and working knowledge of consumer-owned utility relationships and standards as required by applicable state and federal agencies. A working knowledge of applicable codes, regulations and standards, both national and local, is also essential. An understanding of control structures and risk management principles related to these environments is also required. Knowledge of budgeting, forecasting, and engineering-related information systems is desirable. Other preferred areas of knowledge include cost of service, retail rate design studies, job training and safety related areas.

Abilities and Skills: As part of the essential skills and abilities of this position, the incumbent must have the ability to effectively:

- Coordinate available resources
- Communicate with others, both orally and written, as well as small and large groups
- Read, write and perform mathematical calculations
- Use office equipment such as a copier, computer, and printer.
- Develop plans, procedures, and goals.
- Present technical information to non-technical individuals
- Work under stress.
- Analyze data and reports, conduct research
- Coordinate people and resources, direct and supervising people, evaluate performance.

Working Conditions: Generally accepted office working conditions are expected. Occasional work outside normal working hours may be required. Occasional travel required to represent the Cooperative at training and information meetings of allied organizations, professional groups, and strategic organizations.

Physical and Mental Requirements: Must be able to perform sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Must be able to lift objects generally weighing 25 pounds or less. Must be able to work while sitting most of the time. Must be able to perform repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk.

Personality Requirements: Must be a highly motivated person requiring little direct supervision. Must be a detailed individual who likes working with others and is capable of motivating others within a team environment. Must also be able to prioritize work in order to meet all of the various deadlines throughout the month and year.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

Accepted

by Date:

Employee

Date:

Manager