

ELECTRICAL SYSTEMS PROJECT MANAGER

Code No: 4-11-001
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is located at the Fairport Municipal Commission and is responsible for the design and planning of projects concerning the operation, electrical generation, transmission and distribution of electrical energy in the electric department. Duties involve assisting with the oversight of daily work activities with regard to the operation of all facets of the business. The employee reports directly to, and works under the general supervision of the Superintendent Electrical Operations or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees and participates in the planning, designing and constructing of substations and transmission lines and includes budgeting, project management, and project closeout;

Applies for and obtains grants;

Evaluates existing information technology and fleet operations, investigates alternate forms and sources of supplies, and makes recommendations for capital improvements;

Prepares annual vehicle and information technology budgets and oversees the invoicing process;

Plans and prepares estimates for construction of projects including electrical, building trades, information technology, and fleet service projects;

Reviews work orders, scope of work, daily crew and vehicle assignments, and reviews work in progress;

Prepares daily interruption reports including modeling, data input and reporting utilizing computer based electrical outage software;

Conducts studies and analyzes alternatives and improvements for providing for future load growth;

Participates in the preparation of plans and specifications for purchase of equipment for construction to provide for future load growth.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of effective project management procedures and practices involved in the design, operation and maintenance of the transmission and distribution of electricity; thorough knowledge of the use and presentation of spreadsheets, database manipulation and other related software utilized at presentations and internally; good knowledge of mathematics as it relates to electrical generation and distribution systems; good knowledge of the properties of materials, elements of engineering research and engineering economics as they relate to electrical generation and distribution systems; good knowledge of the methods of electrical controls for large capacity power transmission equipment; ability to prepare related specifications and plans; ability to assess efficiency of plant operation and make recommendations for improvements and maintenance; ability to plan and prepare estimates for electrical projects; ability to develop and maintain effective working relationships; ability to maintain records; ability to communicate orally and in writing and make presentations to groups of people; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Engineering Management, Engineering Management Technology, Electrical Engineering or a closely related field plus two (2) years paid full-time or its part-time equivalent experience in the rebuilding and updating of an electrical power system or project management relating to the rebuilding and updating of an electrical power system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering Management, Engineering Management Technology, Electrical Engineering or a closely related field plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: February 6, 2020