



Water Works and Lighting Commission

221 16th Street South P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831

JOB DESCRIPTION

Position Title: Director of Engineering & Electric Operations	Department: Management
Reports To: General Manager	Position Classification: Exempt

Position Summary

This position is responsible for providing Engineering support to the Electrical and Water Departments and to supervise and oversee the departmental operations of the Electric Meter Department, the Electric Line Department, and the Engineering Department.

Education/Experience

Bachelor of Science degree in Electrical Engineering from a four (4) year college or university accredited by the Accreditation Board of Engineering and Technology.

Must have a valid registration as a Professional Engineer or an Engineer in Training for a Professional Engineer in the state of Wisconsin.

Ten (10) years of related electrical engineering experience including five (5) years at the level of Senior or Project Electrical Engineer or equivalent in the utility or industrial industry. Preferred candidate to have two (2) years of supervisory experience managing an Electric Meter or Line Department at a utility.

Job Requirements/Skills

Ability to effectively communicate orally and in writing.

Ability to work independently of supervision.

Knowledge of Electrical Engineering principles and methods; industry safety and service rules and policies; rules and regulations of other agencies that apply to district operations; principles of effective supervision.

Ability to coordinate work with other district departments, other agencies and the public; work cooperatively with others.

Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Required discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Ability to utilize a variety of reference, descriptive and advisory data, and information such as computer diagnostic reports, invoices, service contracts, budgets, catalogs, purchase

requisitions, flow charts, computer maintenance reports, documentation, technical manuals, computer periodicals, procedures, guidelines and non-routine correspondence.

Ability to apply principles of rational systems. Ability to interpret instruction, furnished in written, oral, diagram or schedule form. Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in an assigned objective.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Essential Functions

- Direct overall supervision of the Electrical Meter Department, the Electric Line Department, and the Engineering Department.
- Review and approve the preparation of drawings, maps, reports, specifications, cost estimates and work orders performed by the Engineering Department.
- Correspond with the Department of Transportation on all projects which involve Utility equipment.
- Submit all self-certification documents required through the CDMS by NERC, FERC, and MRO.
- Conducts capital improvement project planning activities; and provides oversight and input into the conceptual design of engineering projects.
- Directs, oversees and participates in the maintenance program work plan; assigns work activities, engineering projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Submit all documentation required by the PSC.
- Conducts load studies and develops recommendations for operational changes based on the data gathered.
- Design, implement, and maintain the SCADA system required for both the water and electric department.
- Prepares schedules for power system periodic testing and calibration.
- Reviews test results and recommends corrective action.
- Keeps abreast of significant developments in the fields of electrical engineering and water treatment and supply.
- Writes special or technical reports covering the results of tests, investigations or studies. This includes but is not limited to Arc Flash, Relay Coordination, Switching Procedures, Substation Inspection, Lock Out/Tag Out, Spill Prevention and Load surveys.
- Writes and approves all electrical switching procedures.
- Performs start-ups of electrical systems.
- Performs reliability centered maintenance analysis.

- Recommends selection of engineering design consultants and electrical contractors; oversees the coordination and management of engineering consultants and electrical contractors.
- Provides highly responsible administrative staff assistance to the General Manager.
- Oversees the electrical preventative maintenance program which includes, but is not limited to, annual oil testing of substation equipment, annual "IR" scanning of all equipment above 10kV and supervises any equipment above 10kV which requires repairs.

Physical Requirements

Ability to operate, maneuver and/or provide simple but continuous adjustments on equipment, machinery and tools, small hand tools and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling objects and handling materials of moderate weight (20 to 50 lbs.) on an occasional basis.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

The ability to work under generally safe and comfortable conditions where exposure to environmental factors such as the weather during field work may cause discomfort and poses a limited risk of injury.

Field Operations

80% - Monthly average percentage of time in the office.

20% - Monthly average percentage of time in the field supervising, planning and/or observing.

A completed application, resume, and a cover letter are required. All application materials must be submitted in a sealed envelope and for first consideration must be received by 12:00 Noon on February 3, 2025. This position will remain open until filled.

A full job description and application form are available at Water Works and Lighting Commission, 221 16th Street South, Wisconsin Rapids, Wisconsin 54494 or on our website at: www.wrwwlc.com. All questions should be directed to Todd Weiler at todd.weiler@wrwwlc.com.

Todd Weiler

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