

PERSONNEL MEMORANDUM

DATE: October 6, 2025
TO: All Interested INDIVIDUALS
FROM: Human Resources Department
SUBJECT: **ANNOUNCEMENT OF POSITION RECRUITMENT**
POSITION: **ELECTRIC ENGINEER MANAGER**
SALARY RANGE: U; \$104,624.00 - \$136,011.20 annually, commensurate with experience.

Position Summary

This position is responsible for providing engineering services, including evaluation, design, construction management and other related duties for an electrical distribution utility consisting of substations, transmission and distribution functions; and assists the Director with the administrative oversight, leadership, planning, and coordinating of the Electric Department.

Essential Functions

- Directs the work of and manages assigned staff. Interviews and selects new employees. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
- Functions as a part of the City leadership team, supporting City initiatives and activities.
- Provides leadership and management to all assigned staff.
- Providing staff with technical expertise, coaching, training and direction in matters involving compliance with Departmental policy and regulatory requirements.
- Analyzes and evaluates existing objectives, goals, standards, priorities, policy and procedures. Researches, recommends, develops and implements policy, procedures, and standards.
- Responsible for introducing design standard updates, ordinance updates and procedure updates.
- Develops work plans and strategies to meet business needs-both short term and long term; develops and direct the implementation of goals, objectives, policies, procedures and work standards to ensure success. Ensures proper implementation and City conforms to related legislative requirements in areas of assignment.
- Plans, coordinates, develops, designs, directs, and reviews capital improvement projects, maintenance projects, and private development projects as it relates to Utilities.
- Performs professional engineering and design activities providing oversight to projects; develops and reviews detailed designs, including plans, specifications, contract documents, and cost estimates; provides engineering services during construction; oversees contract administration for utilities capital projects.
- Develops, negotiates, and monitors outsourced contracts for professional services, labor and materials contracts.
- Oversees the selection of engineering consultants; coordinates consultant's activities.
- Oversees and manages the engineering and construction of power lines, substations, and equipment, including street lighting.
- Performs, directs, and controls mathematical calculations, system maps and GIS, asset management data, and modeling necessary to configure the grid and optimize power delivery.
- Programs and tests computer systems and provides support in the testing of electrical equipment located in the substations and installed across the electric system.
- Monitors expenditures and approves purchase requests within assigned area of authority.
- Coordinates utilities engineering activities with other divisions, city departments, and outside agencies; provides staff assistance to the Director or other managers as needed.
- Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to utility projects and other department matters.
- Attends meetings and briefings on a regular basis to keep current on safety and operational issues, including safety meetings, schools and seminars.
- Reports to work within specified time limits when serving as "supervisor on call." Responds to emergency conditions 24/7/365 regardless of weather conditions as required by system demands whether on-call or not.
- Attends after hour meetings and events as required.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City Code of Ordinances, Tennessee Code Annotation (TCA), and all other applicable federal, state and local regulatory requirements.
- Knowledge of the principles and practices of Electrical Engineering.
- Knowledge of electrical power and electrical transmission and distribution systems.
- Knowledge of Electrical systems and operations, including automated systems such as, SCADA systems and system modeling.
- Knowledge of local, State and Federal laws and regulations pertaining to utilities, and other regulatory requirements.
- Knowledge of rate structures and their application for all city utilities.
- Knowledge of and ability to effectively utilize the principles of strategic and long and short- range planning.
- Knowledge of management and supervisory practices & principles.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.

- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor under high stress situations.
- Ability to develop department goals and objectives.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final employment recommendations.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to approve time off.
- Ability to maintain staff personnel records.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures and practices.
- Knowledge of local government organization and its departmental operating requirements.
- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- General knowledge of standard office procedures, practices, equipment and office assistance techniques.
- Ability to work the allocated hours of the position.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in Electrical Engineering or other related engineering field and eight (8) years of electrical design, construction or project management.
- Three years of directly related, progressively responsible administrative and supervisory experience.
- Must be registered as a Professional Engineer.
- Must meet United States Citizen requirements as determined by the United States Department of Energy.

Interested individuals must submit their application/resume online to the Human Resources Department by 5:00 p.m. EST on **Friday, October 24, 2025**. **Please visit our employment link,** <https://www.oakridgetn.gov/386/Job-Openings>.

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INCLUDING THE DISABLED