

HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

POWER SUPPLY DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this exempt position is to perform administrative and technical tasks at the executive level to plan, direct, and manage the operations of Power Supply and North American Electric Reliability Corporation (NERC) Compliance. to provide reliable power to industrial, residential, and commercial customers in the City of Henderson. Provides technical and administrative leadership over power supply and NERC compliance activities. Supervises the personnel and financial activities of the Department. Serves as the administrator and coordinator of the contractual agreements between HMP&L and other electric organizations, corporations, and agencies. Serves as Reliability Compliance Manager to ensure conformity with standards set by NERC and the SERC Reliability Corporation. Works under the guidance and direction of the General Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Power Supply:

- Advises and informs the General Manager concerning all matters relevant to the Power Supply Department.
- Oversees market participation activity in the Midcontinent Independent System Operator (MISO) organization to procure wholesale energy, capacity, and transmission to meet customer load requirements; ensures short term forecasts and daily demand bids are submitted as required.
- Coordinates and performs activities to satisfy HMP&L's obligations as a Transmission Owner in MISO.
- Develops, plans, prepares, monitors, coordinates, and maintains environmental studies and reports for assigned projects including air, water quality, and hazardous waste; develops operating permit applications and negotiates permit terms and conditions; interacts with environmental regulators; escorts government inspectors during Department inspections; schedules and participates in compliance monitoring, sampling, and testing of permitted process and pollution control equipment; assesses the need and arranges for environmental training; provides input regarding pollution control equipment operation.
- Prepares, plans, manages, and controls the annual Department budget; performs mathematical calculations, develops financial and cost analyses and forecasts as required or requested; compiles data and statistics; approves statements of purchase submitted by the Department for compliance and correct account coding; reviews and approves capital expenditures.
- Secures, administers, and interprets regulatory and power purchase agreements to meet HMP&L capacity, energy, and transmission needs and contractual requirements; performs system load forecasting and economic analysis; coordinates and is responsible for power generation, load management, and power purchase/sales to meet system demand and energy requirements.
- Participates in long range, short range, and strategic planning; develops and updates the Department's mission and vision; observes and evaluates industry trends and provides related recommendations; explores capacity, energy, and transmission markets for potential opportunities and risks; analyzes data; plans, prepares, implements, and monitors plans to ensure compliance with policies and operating procedures, budget, and power requirement needs.

- Maintains operational agreements between HMP&L and electric organizations and agencies for compliance regarding regulatory, legal, financial, and insurance terms and conditions; schedules, bids, and coordinates deliveries of fuels; coordinates, reviews, and approves additional replacements and repairs for construction projects; reviews, monitors, and trades energy credits and emissions allowances.
- Plans, budgets, directs, and coordinates purchasing functions for the Department; approves expenditures; evaluates and selects vendors and materials; coordinates formal bids and RFPs; prepares specifications and associated documentation; reviews bids and provides recommendations for approval and purchase; approves invoices for payment.
- Performs managerial work at the executive level overseeing the activities of Power Supply and NERC Compliance; instructs, assigns, and reviews work of others; maintains compliance with standards through the appropriate coordination of activities; assists in new employee selection; evaluates employee performance; allocates personnel; handles employee problems; provides recommendations and approvals regarding employee selections, transfers, promotions, disciplinary action, discharge, and salary administration.
- Ensures compliance with Department operating procedures, policies, and safety guidelines.
- Oversees the implementation of major and minor renovations, renewals, and capital projects for the Department.
- Manages energy conservation activities to promote energy efficiency and to reduce electric consumption and demand on the HMP&L system.
- Interprets blueprints, schematic drawings, layouts, and other visual aids to facilitate installation and placement of power resources.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and audio-visual materials to remain current on the principles, practices, and new developments in power supply and regulatory compliance.

NERC Reliability Standard Compliance:

- Responsible for all duties and functions as the Reliability Compliance Manager to ensure compliance with standards established by NERC and the guidelines of SERC.
- Oversees contracts with third parties to ensure HMP&L compliance with the functions of Transmission Operator and Local Balancing Authority.
- Manages HMP&L's obligations per registered functions with NERC as a Transmission Owner, Transmission Planner, Balancing Authority, and Distribution Provider.
- Researches FERC Orders and NERC Reliability Standard developments and prepares a work plan to ensure that HMP&L's Reliability Compliance Program incorporates new draft standards being proposed or existing standards undergoing revision.
- Develops policies and procedures to ensure compliance with the standards governing bulk electric system reliability and all other mandatory applicable requirements promulgated by NERC.
- Develops and maintains a comprehensive inventory of all NERC Reliability Standards Requirements applicable to the functions for which HMP&L is registered. Develops communication and employee training programs regarding these requirements.
- Reviews and compiles documentation that meets the requirements for reliability compliance audits as they relate to HMP&L; coordinates regulatory audit preparation activities.

- Supports the objective investigation of any potential non-compliance and the immediate reporting to the appropriate regulatory agencies as required. Establishes mitigation plan development and completion as required.
- Monitors and maintains compliance documents and ensure that regulatory submittals are completed in a timely manner consistent with applicable schedules.
- Consults with and provides direction to consultants, personnel, and management to address reliability standard requirements and guidelines to maintain compliance; recommends internal compliance strategies to the General Manager.
- Establishes and maintains strong, cooperative relationships with local, state, regional, and federal agencies and organizations.
- Trains all employees regarding NERC standards and promulgates a company culture of compliance. Reviews employee training activities; recommends training needs; schedules training sessions; recommends skills training as needed; and maintains records of training and certification.
- Maintains good attendance and punctuality.
- May participates in emergency drills, exercises, and storm restoration coordination.
- May operate HMP&L vehicles and equipment, as needed.
- Adheres to and enforces all company safety rules and regulations

ADDITIONAL FUNCTIONS

- Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Electric Power Production, Mechanical Engineering, Electric Engineering, Business Administration, or related field; supplemented by a minimum of ten or more years previous experience and training including accountability for environmental and governmental compliance involving power supply operations, engineering principles, utility practices, supervisory responsibility, and budgetary accountability; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license with no DUI convictions in the previous five years and residency in Henderson County.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and theorize concerning data involving modification of existing policies, strategies, and methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a Director capacity for a department or organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and materials requiring complex and rapid adjustments, or to assemble, combine, or process complex and sensitive materials.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.