

## **Position Description: Public Service Engineer Manager**

Position Summary: The Chief Engineer, Gas and Energy Division, works under the general direction of the Division Administrator as a member of the division Core Management Team (CMT). This position is responsible for advising the Commission on engineering matters and for planning and administering statewide programs and regulatory policies to assure a high level of reliability and safety for all electric and natural gas utility customers in Wisconsin. Program responsibilities include review of design and construction of electric and natural gas utility facilities, investigation of stray voltage and electromagnetic fields (EMF), administration of pipeline safety, administrative code development, field investigations, complaint resolution, and implementation of all relevant regulatory statutes. This position must continually respond to changes in industry trends, regulations, and regulatory policy to determine and prioritize programs and projects to be initiated, modified or curtailed. This position supervises a professional staff of engineers and others as assigned and directs multi-disciplinary teams of engineers, environmental analysts, policy analysts, rate analysts and auditors on assigned cases and special studies.

The work of the Chief Engineer, Gas and Energy Division, is conducted with a high degree of independence within the framework of the Commission's general policies, rules, and practices. The Chief Engineer serves as a leader, coach, facilitator and mentor for Commission staff, and is responsible for developing and supporting continuous quality improvement management concepts. The Chief Engineer encourages ongoing evaluation and improvement of processes and fosters creative, proactive means and methods for effective electric and natural gas utility regulation. The Chief Engineer is also responsible for ensuring that written work materials, including memos, orders, and reports are clear, concise, and readily understandable by the Commissioners and the public. The technical products and management effectiveness of this position are reviewed through discussions, reports, and analyses of results by the Division Administrator and Commissioners.

### % Time    Goals and Worker Activities

50% A.    Implementation and coordination of the Gas and Energy Division's engineering and related programs.

A1.    Assign, direct, and review the work of staff in the following areas:

- a.    the engineering review and analysis of utility applications for authority to construct, acquire, sell, improve, or replace electric and natural gas utility plant based on need and cost;
- b.    the engineering review and analysis of electric and natural gas utility operations, including electric utility generation, transmission, and distribution systems;
- c.    the evaluation of the costs and rate impacts of utility construction and operations;

- d. the investigation of utility holding companies and affiliated interest agreements;
  - e. the investigation of utility compliance with good engineering practice and service and safety standards in the Wisconsin Administrative Code, including electric power quality and reliability, natural gas service, stray voltage, electromagnetic fields (EMF), metering, and related matters;
  - f. the administration of natural gas pipeline safety program, including field inspections and compliance with state and federal rules; and
  - g. the review, analysis and disposition of formal and informal complaints and inquiries from the public, legislators and other governmental bodies.
- A2. Prepare or direct the preparation of staff testimony and exhibits that support recommendations in contested cases and that respond to information provided by opposing parties or the cross-examination of hearing witnesses to develop a complete record, clarify positions, and expose problems/contradictions.
  - A3. Prepare or direct the preparation of staff memoranda and written reports to the Commission that summarize contested issues, explain technical matters in an easily understandable format, and provide alternatives or make recommendations for Commission action.
  - A4. Prepare or direct the preparation of draft orders pursuant to the Commission's general instructions for the Commission's final consideration and approval.
  - A5. Provide technical expertise and leadership to identify or resolve complex engineering issues related to natural gas and electric utility service, operations, and construction.
  - A6. Administer provisions of Wisconsin Administrative Code related to engineering programs and functions, including Wis. Admin. Code chs. PSC 111, 112, 113, 114, 133, 134, 135, and others as appropriate. Make recommendations for rule revisions and oversee rule development as necessary.
  - A7. Coordinate program activities with staff within the division and from other divisions to meet statutory deadlines and to ensure proper information and work flow.
  - A8. Investigate reported electric and natural gas utility accidents and to ensure that corrective action is taken in a timely manner.

25% B. Supervision of Gas and Energy Division engineering and related staff.

- B1. Develop employee objectives, performance standards, performance evaluations, and individual development plans.
- B2. Assign work, approve staff schedules, and monitor performance and to ensure that staff resources are appropriately utilized to meet workload demands.
- B3. Oversee the process of hiring staff, including developing positions descriptions, conducting interviews, and coordinating orientation and training for new employees.
- B4. Provide staff leadership, coaching, and training to maintain staff proficiency, provide opportunities continued professional growth, and make recommendations for performance improvement or disciplinary action where appropriate.
- B5. Mentor and train engineering staff in the theories and techniques of natural gas public utility plant engineering, planning, design, maintenance, operation and safety.
- B6. Provide consultation, coaching and guidance to staff in Commission policies, prior decisions and industry trends which affect cases under consideration, including the specific issues to be addressed or included in testimony.
- B7. Review and edit staff work products to ensure clarity, conciseness, and consistency with Commission directives, including staff testimony, memoranda, draft orders, responses to complaints and inquiries, and other non-routine written materials.
- B8. Actively support and implement the Commission's affirmative action, safety, and employee assistance policies.

25% C. Performance of management functions, including special projects and policy development related to engineering, operational, and regulatory trends and practices in the electric and natural gas public utility industries.

- C1. Participate in executive and CMT management meetings involving strategic planning, work planning, and budgets and take actions to implement recommendations from these meetings.
- C2. Develop and implement long and short range planning goals and objectives and work plans to carry out engineering programs and policies related to Wis. Stats. ch. 196 and relevant Wisconsin Administrative Code chapters consistent with Commission and division CMT decisions and directives.

- C3. Represent the Commission in engagements with other state and federal agencies, utilities, and other external stakeholders and serve on interagency committees or work groups pertaining to areas of responsibility.
- C4. Maintain effective working relationships with Commissioners and Commission staff, utilities, and external stakeholders interested in the policies and activities of the Commission.
- C5. Study and evaluate current issues and trends in electric and natural gas utility engineering and regulatory policy both in Wisconsin and nationwide.
- C6. Analyze and monitor proposed state and federal legislation affecting regulated natural gas and electric utilities and make recommendations for Commission action, as necessary.
- C7. Participate in seminars, conferences, in-house training sessions and formal educational programs to maintain technical competency and to expand knowledge in utility regulation, management and other job-related areas.
- C8. Complete special studies or projects as assigned.

**Knowledge, Skills, and Abilities:**

1. Extensive knowledge of engineering practices and principles, with a focus on the planning, design, construction and operation of: 1) natural gas utility distribution and transmission systems and facilities; and 2) electric power generation, transmission, and distribution systems and facilities.
2. Extensive knowledge of utility regulation in Wisconsin, including knowledge of applicable Wisconsin Statutes, Administrative Rules, and Commission policies and procedures.
3. Extensive knowledge of the structure and organization of the electric and natural gas utility industries, both nationally and in Wisconsin.
4. Extensive knowledge of management principles and practices, including personnel management and supervision, project management, conflict resolution, and team building.
5. Considerable knowledge of the Wisconsin State Electric Code and the National Electrical Safety Code (Volumes 1 and 2).
6. Considerable knowledge of state and federal natural gas pipeline safety rules, including rules of the Office of Pipeline Safety of the U.S. Department of Transportation under Parts 192 and 193, Title 49, Code of Federal Regulations.

7. Working knowledge of nuclear engineering principles relating to nuclear power generation and safety.
8. Working knowledge of the theory and application of engineering economics as it relates to electric and natural gas utility systems and operations, including the cost of utility plant and equipment.
9. Working knowledge of the Wisconsin Environmental Policy Act and other regulations affecting facility routing and siting.
10. Demonstrated skill in using computers to complete work assignments, including familiarity with document management systems and Microsoft Office products.
11. Considerable skill in coaching, counseling, and supervising professional staff.
12. Considerable skill in preparing and presenting expert testimony.
13. Demonstrated ability to make high level engineering computations to analyze data and make determinations regarding practices, structures, and facilities.
14. Ability to communicate effectively, both orally and in writing.
15. Ability to edit the written work of subordinate staff and peers for clarity and conciseness.
16. Ability to establish and maintain effective working relationships with co-workers, subordinates, representatives of regulated utilities, the public and other governmental agencies and organizations.
17. Ability to work in an office environment, including using a computer for extended periods of time.
18. Ability to travel both in-state and out-of-state for regulatory work, meetings, and training. Travel may include occasional overnight stays of up to one week in duration.
19. Ability to maintain registration as a Professional Engineer (P.E.) or Architect in Wisconsin, as determined by the Wisconsin Department of Safety and Professional Services.

