

NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION

J O B R E - A N N O U N C E M E N T

ANNOUNCEMENT NO.: HQ-88A-11-931
TITLE: ELECTRICAL ENGINEERING SUPERVISOR (EXEMPT)
SALARY: Depending on Experience & Qualifications w/ excellent benefits
LOCATION: Engineering & Technical Services Division – Fort Defiance, Arizona
OPENING DATE: December 07, 2011
CLOSING DATE: OUF



MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Electrical Engineering
- 7-10 years experience in the engineering field
- 7-10 years experience in Electrical Engineering including Power Option.
- Professional Engineer License desired
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook, Project Management, and Access).
- Candidate must have strong work ethics, displaying self-discipline to compete assigned tasks meeting deadlines and proven ability to multi-task under pressure. Must be able to excel under a team; including ability to develop a strong team environment internal and external to the department. Must be able to communicate well, punctual, well-organized, and exercise sound judgment and decision making in area of responsibility.
- Requires a Valid Driver's License (subject to motor vehicle record review)

JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES:

- Establishes standards for the overall design of electrical facilities including transmission, distribution, and substation and modification or upgrading of such facilities.
- Supervises employees directly including selection, training, performance appraisal and work allocations.
- Oversees data collection, field information and database input.
- Reviews data with respect to: joint use facilities involving telephone and television facilities; power supply statistics and contracts; data required for governmental reporting; cost data involving current construction projects; and accumulation of data on engineering projects.
- Manages major, long term projects; represents NTUA as Project Manager on transmission, distribution and substation improvements on a project basis.
- Directs the maintenance of materials catalog files and the updating of system maps and records.
- Supervises the development of policies and procedures for NTUA facilities and construction plans.
- Approves the technical content of work orders for construction or reconstruction of applicable facilities.
- Approves plans and specifications to maintain system integrity.
- Evaluates power supply contract limitations and makes recommendations, assists in establishing power supply requirements and contracts, serves as contract representative for power delivery contracts, participates in negotiations for power and transmission deliveries, and provides pre-scheduling of reservations power requirements with suppliers.
- Prepares studies of in-service equipment failure and makes appropriate recommendations.
- Provides code and regulations interrelations for the Authority's management and employees.
- Provides for liaison and coordination of NTUA projects for which engineering is contracted to a consultant.
- Administers in-depth engineering advice and assistance to NTUA offices as requested.
- Coordinates engineering requirements with the department responsible for the operation, maintenance and construction to ensure compliance with RUS regulations.
- Coordinates the development and preparation of engineering data for projects for which engineering responsibilities are conducted by NTUA Headquarters and/or District personnel.
- Develop system protection and coordination studies.
- Develops budget and allocates funds within budget limit to accomplish objectives; monitors variance against budget on an ongoing basis; estimates future personnel and equipment needs; and organizes facts and figures used to support the budget.
- Provides training to employees in the operation and management of the electric system.
- Performs other duties as assigned or requested.

TO APPLY: The following documents must be entirely completed to be considered for employment:

- ✓ **NTUA Employment Application**
- ✓ **Authorization for Release of Information form**
- ✓ **Copy of Degree Received**
- ✓ **Official College Transcripts**

Submit documents to Human Resources, PO Box 170, Fort Defiance, AZ 86504. The completed NTUA Employment Application, Authorization for Release Form and College Transcripts must be received by NTUA. For inquiries, call (928) 729-6252 or to apply online, please visit our website @ www.ntua.com.

*** The selected candidate must successfully complete a pre-employment drug test and physical examination.***

NTUA'S Mission: "To provide Safe & Reliable services to our customers that exceeds their expectations."
Navajo Preference

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act.