

**MCMINNVILLE ELECTRIC SYSTEM
POSITION SPECIFICATIONS**

POSITION: Manager, Engineering & Substations
REPORTS TO: General Manager, CEO
DEPARTMENT: Engineering
DIRECTS: Engineering
EFFECTIVE: March 24, 2026

PURPOSE OF POSITION:

The Manager, Engineering and Substations, oversees the overall operation, maintenance, construction, and performance of MES's distribution system as it pertains to the fiber optic network, special projects, substations, generators, relaying, SCADA, AMI, GIS, and all other duties as assigned by the General Manager.

QUALIFICATIONS:

Required:

- B. S. degree in Electrical Engineering with a minimum of 5 years' experience within an electric utility or equivalent.
- Ability to acquire and maintain a valid Tennessee driver's license.
- Ability to work with all employees in the best interest of the utility, and to accept changes in work programs and patterns to keep pace with changing times.
- Ability to successfully pass McMinnville Electric System's pre-employment post-offer physical examination and drug screen.

Preferred:

- Computer engineering experience with emphasis in Information Technology.
- Experience with SCADA.
- Experience with AMI.
- Experience with ESRI GIS mapping system.
- Experience with photometric design and engineering.
- Ability to accurately complete substation inspection reports and make assorted electrical calculations.

JOB SPECIFICATIONS:

- Demonstrates genuine alignment with and enthusiasm for MES' mission, vision, and core values.
- Knowledge, ability and commitment to carrying out supervisory responsibilities in accordance with MES's policies, procedures, and applicable laws.
- Ability to review and discuss the performance of assigned employees and outside contractors (if any) with the General Manager regularly.
- Available after normal business hours to respond to outages and emergencies as part of the supervisor rotation.
- Knowledge and ability to prepare annual performance reviews of Engineering personnel.
- Must be willing to actively participate in Staff meetings and organizational planning.

- Knowledge and ability to coordinate activities such as operating, engineering, planning, and maintenance to affect operational efficiency.
- Knowledge and ability to plan and assign work for Engineering Department.
- Knowledge and ability to review and approve all work orders that are originated from the Department.
- Knowledge and ability to requisition and spec materials and equipment as necessary.
- Knowledge and ability to be responsible for the Department's accurate record of time worked, materials used, and work performed and completed.
- Knowledge of the proper disposal of all hazardous wastes, including PCB's and used transformer oil.
- Knowledge and ability to provide technical direction to assigned employees.
- Knowledge and ability to serve as a point of contact or business liaison.
- Knowledge and ability to prepare briefings for management.
- Knowledge and ability to resolve problems specific to a program or project.
- Knowledge and ability to generate and review monthly reports of activities, reliability statistics, and power outages to the General Manager.
- Commitment to make recommendations to the General Manager about improving system reliability and reducing power interruptions.
- Knowledge and ability to recommend system upgrades to General Manager.
- Knowledge and ability to help prepare Engineering Department yearly budget.
- Knowledge and ability to develop, maintain, and execute a preventative maintenance program for all distribution equipment/facilities.
- Knowledge and ability to prepare, monitor, and approve switching sequences and coordinate execution with Manager of Operations.
- Knowledge and ability to review and approve wiring plans and diagrams for routine switchboard modifications using schematic diagrams provided by others or developed by the substation consultants for accuracy.
- Knowledge and ability to direct the investigation of complaints regarding voltage problems, power quality problems, interference, accidents, and claims pertaining to substations, cap banks, and other voltage regulating equipment.
- Knowledge and ability to direct personnel in installing, repairing, and maintaining various substation and distribution equipment as required.
- Knowledge and ability to perform engineering studies to analyze system voltage levels, short circuit analyses, and other system values using specialized software.
- Ability to participate in and contribute to strategic planning and development of goals.
- Knowledge and ability to assist the General Manager as emergency coordinator and to direct utility restoration activities.
- Ability to believe in, be sympathetic with, and be interested in furthering the public's understanding and acceptance of MES's objectives, and be customer service oriented at all times.
- Ability to work independently, to organize and prioritize work, and manage time effectively.
- Ability to recognize and resolve problems quickly.

- Excellent organizational, verbal, written and customer relations skills are needed; ability to think logically in solving problems; ability to effectively write and present technical reports.
- Ability to effectively communicate with MES employees, customers, and the general public in a professional businesslike manner.
- Ability to maintain composure during difficult situations, to be able to discuss and resolve issues, and maintain open communications to achieve MES goals and objectives.
- Knowledge of, or the ability to become knowledgeable of, NERC regulations, RUS standards and design bulletins, NESC, NEC, OSHA, and MES policies.
- Proficiency in the use of personal computers, operating systems, and applications such as spreadsheets, word processors, databases
- Proficiency with equipment such as meters, hand tools, modems, power supplies, and test equipment.

PHYSICAL DEMANDS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities (some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees).

Requires lifting, pushing, pulling or carrying of weights equal to 50 pounds or more. Requires kneeling, crawling, bending and pushing, pulling, reaching, and twisting while lifting arms above the shoulder, and bending forward at the waist or by bending legs and spine. Requires sitting, stooping, walking and/or standing for extended periods of time, which includes routine foot patrol of distribution lines and facilities. Requires working in confined places. Requires wearing personal safety equipment. Requires manual and detailed hand work using both hands, including lifting small objects with the fingers. Requires hearing within normal range (hearing aids are permitted). Requires vision within normal range (corrective lens are permitted) and ability to distinguish color. Requires the ability to see and read printed material, and ability to speak clearly and communicate effectively to interact with employees and customers. Requires remaining alert and maintaining safety awareness around equipment and traffic.

WORKING CONDITIONS:

Must keep work areas and vehicles in a neat and presentable manner. Requires field work with exposure to adverse elements of weather. Requires flexibility to work overtime and irregular hours on short notice, to work during emergency situations, and to be on-call, as required.

WORKING RELATIONSHIPS:

Internal: Two-way communication with Manager of Operations to plan and coordinate work with respect to each department; to provide work related information in a timely manner; with other staff and departmental personnel in serving the needs of MES customers.

External: Demonstrates an awareness that the job exists to effectively serve each and every consumer, and at every opportunity to achieve increased public understanding for support of the system.

To submit your resume, please email Tabettha Sullens at tsullens@mesystem.net.