



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

TITLE: Director of Engineering
GRADE: Management
DEPARTMENT: Engineering
REPORTS TO: General Manager & CEO

POSITION STATUS:
 Full Time Part Time
 Exempt Non-Exempt

JOB SUMMARY:

Oversee all Engineering functions and staff, including distribution and substation engineering. Other responsibilities include coordinating demand response programs, load and sales forecasts, budgets, rates and regulatory compliance.

RESPONSIBILITIES:

- Oversee all Distribution System Engineering functions, including customer extensions, overhead and underground maintenance and construction programs, system planning and improvements, and engineering standards.
- Oversee all Substation engineering functions and staff, including maintenance, construction, and system improvements.
- Assist the General Manager/CEO with wholesale power supply procurement as required, including: assessing long, mid, and short-term requirements, energy supply risk management activities, monthly power cost adjustment calculations, power bill estimates, and other ERCOT market activities.
- Prepare the system load and sales forecasts, KPUB capital improvement plan and department O&M budgets.
- Act as project manager for KPUB capital improvement projects as assigned by General Manager/CEO.
- Coordinate regulatory compliance of KPUB operations at state and federal levels.
- Manage KPUB's foreign attachment agreements and application process.
- Oversee the review and development of rates to ensure adequate revenue based on the cost of service.
- Represent KPUB in the public, including presentations to the Board, City Council, community organizations, and media.
- Deliver periodic updates to the Board regarding reliability, operations and purchases and seek approval from Board as required by Purchasing Policy.
- All other assignments as directed by the General Manager/CEO.

Reviewed By/Title: Mike Wittler GM/CEO
Approved By/Title: Mike Wittler GM/CEO
Last Revised Date: August 14, 2024

Date Issued: May 1, 1989



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MINIMUM QUALIFICATIONS:

- BS Degree in Electrical Engineering and registration as a Professional Engineer in the State of Texas.
- Ten years of progressive responsibility in distribution design and system planning.
- Five years of progressive engineering management experience preferred.
- Familiarity with the Texas Public Purchasing standards.
- Familiarity with the ERCOT market and protocols.
- Familiarity with NERC/Texas RE reliability standards and requirements.
- Must possess a valid Texas Driver’s license and good driving record.
- Must be physically and mentally able to perform the job’s essential functions described with or without reasonable accommodation.
- Bondable

EMPLOYEE STATEMENT OF UNDERSTANDING:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB’s ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee’s Signature

Date:

Employee’s Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

Reviewed By/Title: Mike Wittler GM/CEO

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