

Job Title: Engineering Program Manager
Reports to: Manager, Distribution Engineering

FLSA Status: Salaried/Exempt
Grade: 10

Job Purpose

The Engineering Program Manager will be responsible for overseeing a wide range of tasks and programs aimed at collaboration, process improvement, and driving innovation within the Engineering Department. This role requires strong project management skills, cross-departmental coordination, and a keen ability to interface with both internal and external stakeholders. Key responsibilities include tracking and facilitating strategic ideas, collaborating with accounting and tracking budgets, managing Construction Work Plan (CWP) project status, managing solar initiatives, coordinating training programs, and supporting marketing and grant opportunities.

Essential Functions

1. Work closely with engineers, designers, and the Finance & Accounting Department to track and report CWP (Construction Work Plan) status. Responsible for reporting CWP budgets and planned spending for monthly and annual reports.
2. Establish processes and/or systems to provide weekly updates on open work orders. Communicate all relevant information to accounting and department leadership.
3. Maintain an ongoing 12-month cash flow analysis for Engineering projects, focusing primarily on CWP.
4. Assist in the development and updating of the Engineering Department's annual Business Plan. Coordinate this plan with the Finance & Accounting Department.
5. Utilize Brillit and other data analytics tools to create and manage dashboards that track key performance metrics and project outcomes.
6. Develop and implement methods to record and track assigned Engineering department strategic projects.
7. Track and monitor Strategic Projects (SP) and ensure alignment with department initiatives and communicate accordingly.
8. Prepare Planning Memos for CWP and System Improvement projects as indicated from Engineering studies.
9. Serve as a member of the Planning Committee. Prepares CWP projects and CWP amendments for presentation and approval.
10. Serve as a liaison between the department and public organizations such as SARSEF (Southern Arizona Research, Science, and Engineering Foundation).
11. Prepare and deliver educational engineering presentations for public events (e.g., how transformers work, $V=IR$, or Arduino basics).
12. Serves as point of contact for solar application review for engineering and design department.
13. Collaborate with Trico's Energy Services team to streamline and ensure consistent and timely communications related to solar reviews.
14. Assist in monitoring an Engineering Internship Program, developed by the HR and Safety Department, which introduces students to real-world engineering challenges.
15. Works with the HR & Safety Department to establish and maintain relationships with universities for future recruitment opportunities, including job fairs.

16. Represent Trico Engineering in member training opportunities. Coordinates with other departments to educate members on safety, technology and engineering practices at Trico.
17. Organize and promote initiatives showcasing the “Powered by Trico” brand.
18. Research, track and manage available grants and funding opportunities, including PACE and other related projects.
19. Develop and implement cross-training programs to foster knowledge-sharing across departments.
20. Perform all other duties as assigned and required.

Competencies

Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus
- Safety Orientation

Job Competencies

- Accountability
- Analytical Understanding
- Functional Excellence
- Initiative
- Results Driven

Minimum Qualifications

1. A Bachelor’s Degree in related field with one year’s experience in program management. Seven years’ direct experience in engineering or design in an electric distribution utility in lieu of education.
2. Familiar with standards set by the National Electric Safety Code (NESC), Occupational Safety and Health Act (OSHA), and all other applicable federal, state, and local standards.
3. Must be proficient in MS Office Suite.
4. Knowledgeable in accounting and/or budgeting practices.
5. Must be able to work evenings and weekends as needed.

Preferred Qualifications

1. Effective project management skills and understanding of engineering within the electrical distribution industry.
2. Preferred Bachelor’s Degree include Engineering, Communications or Finance.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is predominantly performed in a professional office environment. Occasionally, this position will perform work in the field, with exposure to environmental conditions (hot, cold, and inclement weather) chemicals, fumes, or airborne particles. This position uses standard office equipment such as computers, phones, printers, etc. This position is primarily sedentary and occasionally may need to move about in the office to access files and equipment. Some lifting is required, must be able to bend and lift and carry up to 25 pounds.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned. Management reserves the right to change the duties, functions, and requirements of the job description.



Job Synopsis

Direct Reports

List by job title any positions to be supervised by the incumbent.

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