

Job Title: Power Supply Supervisor

Department: Power Supply

Reports To: Power Supply Manager

Pay Status: Exempt

Date Created / Updated: 5/9/2022

Location: Wastewater Treatment Plant

Job Status: Full-Time

Job Grade: 622

Position Summary

The Power Supply Supervisor supports NBU's wholesale power supply operations, portfolio management, and commodity risk management functions. Quantitative skill, knowledge of statistical analysis and attention to detail is imperative for this role. The Power Supply Supervisor should have understanding of the ERCOT energy market and will be responsible for backing up the Power Supply Manager in the ongoing development and maintenance of NBU's power supply program.

Specific job functions include: analytic data modeling, economic analysis and financial valuation of NBU's electricity requirements, renewable resource generation, and wholesale energy and congestion market prices. Additionally, this position will be responsible for recommending hedging strategies that align with NBU's overarching program goals, running energy procurement RFPs, participating in ERCOT CRR auctions, and recording transactions into NBU's trade risk management system.

The ability to make sound decisions during high stress situations and successfully meet deadlines is an essential skill set for this role. Prior experience in energy markets, regression forecast models, electric power generation, or economic decision-making preferred but not required.

Essential Duties and Responsibilities.

SUPERVISORY FUNCTIONS

- Assists with hiring process & responsible for coaching and training Power Supply personnel on all aspects of division processes
- Support and mentor Power Supply staff
- Responsible for completing performance reviews, counseling, performance improvement plans and recommending disciplinary action for direct reports
- Prepares staff schedules, approve & monitor leave requests to ensure adequate coverage, backs up duties when needed
- Manage Power Supply staff to produce accurate and timely products and reports
- Assists staff with escalated issues or special projects as needed
- Promote open communication with direct reports to enhance teamwork
- Promote support and participation in meeting NBU Performance Measure goals
- Recommend and implement approved policies/procedures for the division
- Ensure personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Responsible for creating and monitoring operating budget for the department and recommending forecasting improvements for future budgeting needs
- Attend supervisor meetings and report appropriate information to direct reports
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices; participating in professional societies.
- Possess ability to use higher level cognitive skills required to plan, organize and strategize
- Public speaking skills to address team, Board, and public if required

POWER SUPPLY FUNCTIONS

- Serving as a back-up trader for the Power Supply Manager.
- Developing and maintaining analytic models and databases to assist in portfolio planning and economic decision making such as: creating load forecasts, analyzing wholesale power prices, estimating resource operations, analyzing market congestion and CRR procurement and valuing current and future hedge positions.
- Evaluating purchase opportunities for energy and congestion portfolio optimization and recommending strategies that align with NBU's power supply program goals and policies.
- Sharing responsibility for daily processes including but not limited to short-term position analysis and participation in ERCOT's Day-Ahead Market.
- Identifying and interpreting data trends and patterns that inform decision making.
- Analyzing historical market prices, energy market outlooks, financial reports and legal documents.
- Preparing reports, presentations, and memorandums that effectively communicate market outlooks, data trends, patterns, and predictions to senior leadership.
- Adhering to appropriate deadlines for submitting, scheduling and confirming accuracy of wholesale energy and congestion transactions and settlements.
- Performing duties related to confirmation of accurate data and transaction information flowing into analytical models and portfolio trade risk management systems.
- Supporting data management for developing, storing, maintaining, and distributing data sets related to load, weather, resource generation, historic/forward market price curves, congestion, and market settlements.
- Recommending new data sources and reporting as necessary.
- Continuous development and understanding of the energy market and electric grid.
- Undertaking research to identify relevant energy market changes and determining potential impacts to NBU's Power Supply program as necessary.
- Monitoring and participating in relevant regulatory activities, stakeholder working groups and other related energy market activities as necessary.
- Defining and implementing effective operations, processes, and documentation of procedural work flows to support ongoing business activities.
- Working in concert department personnel and managers in the implementation of work flow and business processes.
- Working in high pressure situations while successfully handling multiple demands under tight time constraints.
- Back-up Congestion Analyst as needed
- Back-up Energy Market Regulatory Coordinator as needed
- Other duties as assigned.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Safety, Integrity, Team and Stewardship
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Economics

Work Experience Time Frame: Three Years or More

Other: - Other degrees in related field: Finance, Statistics, Energy Markets, etc.

- 5 years of relevant experience may substitute for degree requirement

Certification and Licensures Requirements

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Other Minimum Qualifications

- Advanced knowledge of Microsoft Excel required
- Demonstrated experience working with large datasets
- Strong analytical and problem-solving abilities
- Understanding of business processes and work flows
- Proficiency with numbers, attention to detail and a solution-oriented mindset is essential

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

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Experience with Machines, Tools, Equipment and Other Work Aids

- Computer, Telephone, Copier, Printer, Fax Machine

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Site
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Offices/Office Equipment
- Around Worksite

Lifting: Occasionally

- Supplies
- Equipment
- Files

Carrying: Occasionally

- Supplies
- Equipment
- Files

Sitting: Constantly

- Desk Work
- Meetings
- Driving

Reaching: Rarely

- For Supplies
- For Files

Handling: Frequently

- Paperwork
- Monies

Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Never

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Never

- On Ladder
- On Equipment
- On Step Stool

Bending: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Never

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

Twisting: Occasionally

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Occasionally

- Communication Via Telephone/Radio/To Co-Workers/Public

Other

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Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

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Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

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

Employee's Signature

Employee's Printed Name

Date