

Job Title: Energy Risk and Settlements Supervisor**Location:** Main Office**Department:** Energy & Risk**Job Status:** Full-Time**Reports To:** Energy Risk Manager**Job Grade:** 620**Pay Status:** Exempt**Date Created/Updated:** 6/16/2022

Position Summary

New Braunfels Utilities is looking for a highly motivated, self-sufficient individual to fill the role of the Energy Risk & Settlements Supervisor. The Energy Risk & Settlements Supervisor will work in NBU's Power Supply Group supporting the Utility's energy operations, specifically market risk and settlements. The nature of the work environment for the Power Supply department is deadline-oriented, fast-paced and dynamic. This is a high visibility position entailing considerable interaction with the front, middle and back office personnel, as well as with the Executive Team of NBU. Prior experience in energy markets, electric power generation or economic decision-modeling is a plus.

Essential Duties & Responsibilities

- TECHNICAL REQUIREMENTS
- Supervise staff members, which involves several key duties as follows: promoting staff performance by coaching, counseling and disciplining (if necessary), monitoring and providing feedback on performance, conducting training, enforcing company policies and procedures, implementing departmental policies when necessary, and developing their careers by encouraging personal growth opportunities.
- Demonstrate commitment to Power Supply Group and overall goals of NBU in day-to-day interactions and deliverables.
- Serve as intermediary between the Energy Risk Manager and staff members, which requires the ability to identify key issues for escalation and make appropriate decisions within authority limits otherwise.
- Back up Energy Risk Manager in the event of absence, including serving as a representative at meetings with key personnel, etc.
- Review power journal entries prior to submission to Accounting on a monthly basis.
- Review daily, weekly and monthly reports distributed by staff to internal/external parties prior to distribution and ensure key takeaways are clearly delineated for end users.
- Serve an integral role in projects undertaken by the Power Supply Group and recommend a course of action based on thorough analysis of effects to impacted parties.
- Serve as a member of NBU's Risk Oversight Committee and assist in preparations for monthly meetings.
- Manage minor projects including software modifications, etc.
- Maintain monthly report of power costs, expenses, & revenues.
- Prepare and submit annual Earnings Monitoring Report to the Public Utility Council of Texas (PUCT).
- Facilitate and lead the process to conduct a transmission cost of service (TCOS) rate case with the PUCT when necessary.
- Maintain and monitor department budget information and meet with both Energy Risk Manager and Accounting department regularly to discuss.
- Identify the need for and assist in the implementation of process improvements and system changes on a continual basis.
- Ensure that all procedures are documented sufficiently and that such documentation stays updated over time as procedures, systems, etc. change.
- Maintain a current professional and technical knowledge base by attending relevant trainings, reviewing industry publications, etc.

- Provide requested documentation and assist in reporting process during external audits.
- Perform other related duties as necessary, including training new team members and/or back-ups.
- Additional tasks or special projects as required.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be established with the Energy Risk Manager so as to not interfere with ability to accomplish tasks, including special projects, business meetings outside of working hours and assignments with deadlines.
- Maintain strict confidentiality of company, employee and customer information in written and oral communications, and safeguard sensitive documents.
- Adhere to NBU policies and procedures, as well as safety guidelines and practices, at all times.
- Exemplify NBU Core Values of Safety, Integrity, Team and Stewardship.
- Maintain a clean and safe work area, office, field site and vehicle as applicable.
- Participate in and support initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Other: Degree in Acct, Finance, Business,

Work Experience Time Frame: Three Years/More

Economics or related field

Field of Study: Other

Certification and Licensures Requirements

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Other Minimum Qualifications

- Degree in Accounting, Finance, Business, Economics or related field
- Ability to prioritize tasks and respond positively and effectively to changes in priorities while maintaining a high level of accuracy.
- Highly confident individual who can articulate complex issues in a clear, concise manner.
- Demonstrated ability to work with a strong sense of urgency and meet deadlines.
- Ability to organize and evaluate complex amounts of information and documentation.
- Strong analytical and problem-solving abilities and attention to detail.
- Relevant experience with MS Office Suite, specifically Microsoft Excel - including but not limited to financial modeling.
- Sufficient understanding of business processes, work flows and technologies specific to the energy industry, preferably ERCOT, is preferred.
- Displayed positive and collaborative attitude is imperative.
- Capacity to maintain professional demeanor at all times in all work-related dealings, as well as the motivation to develop and maintain positive internal and external working relationships with peers, consultants, etc.

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 type="checkbox"/>	<input checked="" 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

TRMTracker (Hitachi product) and Microsoft Dynamics GP experience is a plus.

Experience with Machines, Tools, Equipment and Other Work Aids

Personal Computer, Telephone, Fax Machine, Copier, Printer, Scanner, Calculator

Physical Demands

Standing: Occasionally

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

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

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

Carrying: Rarely

- 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

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: Click or tap here to enter text.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" 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