
Job Title: Director of Power Supply**Location:** Gruene Water Reclamation Plant**Department:** Power Supply**Job Status:** Full-Time**Reports To:** Chief Administrative Offices**Job Grade:** 612**Pay Status:** Non-Exempt**Date Created/Updated:** 12/29/2022

Position Summary

This position is directly responsible for the management of NBU's Power Supply team, front office, and works daily in conjunction with NBU's Energy Risk Manager, middle and back office, to insure compliance with NBU Energy Risk Management Policies.

The Director will be responsible for overseeing the management of short, mid, and long term power supply needs through execution of physical or financial transactions to include fuel, power, congestion revenue rights and ancillary services among other things. They will be responsible for building and maintaining NBU's relationships with counterparty representatives, consultants, and other industry experts.

NBU is a culture-oriented company that believes in educating, training and building up employees and as such the Director in this role should be someone with experience in mentoring and training others.

This position reports directly to NBU's Chief Administrative Officer but is also responsible for preparing and presenting monthly portfolio and position reports to NBU's Risk Oversight Committee and NBU's board of directors as needed.

Candidates for this role should have in-depth knowledge of how the ERCOT energy market functions, experience creating and maintaining regression and stochastic models, experience mentoring others, knowledge of evaluating hedge positions, be able to creatively solve problems and have a proven record of people management. There is an opportunity for partial work from home capabilities.

Essential Duties & Responsibilities

MARKET ANALYSIS AND POWER SUPPLY STRATEGY

- Develop Power Supply specific models for deal specific analysis
- Ongoing market analysis of energy industry to include Texas market operation, market trends, energy related commodity pricing and outlook, etc. and its possible pricing or operational impact on NBU wholesale electric operations
- Ongoing and periodic market assessment updates through presentations to CEO and NBU Board of operational or price strategies
- Power Supply Strategy implementation
- Oversee building of short and long-term power supply models
- Short term load forecast
- Ensure continued education for Power Supply Group members
- Ensure appropriate cross training for Power Supply group reliability
- Work with Energy Risk Director and Manager to set strategic goals for NBU Power Supply program

PORTFOLIO MANAGEMENT AND HEDGE EXECUTION

- Adhere to NBU's Energy Risk and Credit Risk Policies
- Timely execution of portfolio hedges through natural gas and power purchases as outlined in NBU's Energy Risk and Credit Risk Policies or Power Supply Strategy
- Internal/External RFP development

- Negotiation and execution of power supply purchases as governed by NBU's Energy Risk and Credit Risk Policies or Power Supply Strategy
- Ongoing management of NBU's Wholesale Power Supply Contracts

OTHER DUTIES

- Develop and implement department policies and processes
- Periodic presentations and updates to CEO, ROC and NBU Executive Board
- Maintain ongoing internal communications with NBU Department Executives and Team as it relates to Wholesale Power
- Maintain external contracts and communication with market alliances and other market participants

MANAGEMENT/ SUPERVISION REQUIRMENTS:

- Provides direct management to NBU's front office/Power Supply team.
- Encourages a culture and learning environment that fosters opportunity for continuous growth and development of all employees.
- Leads, motivates and facilitates cross-functional teams to commit to, and deliver results.
- Monitors and evaluates the performance of direct reports and personnel to ensure that established NBU procedures and policies are enforced, achievements are recognized, performance standards are met, and professional growth opportunities are made available.
- Identifies and obtains training opportunities for staff to create an engaged, knowledgeable workforce.
- Proactively develops relationships across the organization.
- Ensures employees are kept informed of pertinent business communications through formal and informal modes of communication and in a timely manner.
- Encourages employees to recommend ideas for the improvement of processes and procedures that are consistent with the company Vision and Strategic Plan.
- Ability to create and present professional communications, whether verbal, visual or written, whether for internal or external use.

COMPANY WIDE RESPONSIBILITIES:

- Maintains a culture of safety by following safety guidelines and practices at all times and in all situations for self, co-workers, visitors and general public.
- Performs work in accordance with company policy, government laws and regulations as applicable to each division's responsibility and in accordance with the company's Strategic Plan.
- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Demonstrates a spirit of cooperation and team work including, from time to time, assisting with duties outside regular responsibilities.
- Accepts accountability for decisions and actions at all times.
- Adherence to scheduled time of work and manage leave as to not interfere with tasks being completed including special projects and assignments with deadlines or, when applicable, negatively affect direct reports' ability to do their jobs.
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety .
- Participates in and supports initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelor's

Field of Study: Finance, Mathematics, Economics

Work Experience Time Frame: Five Years or More

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

-In lieu of a bachelor's degree, 10 years of related experience may suffice.

Certification and Licensures Requirements

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

Other Minimum Qualifications

Must have experience in the ERCOT market or other applicable market experience. Must be a proven people leader.

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

Other Software Knowledge

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

Experience with Machines, Tools, Equipment and Other Work Aids

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

Physical Demands

Standing: Constantly

- 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: Constantly

- Paperwork
- Monies

Kneeling: Rarely

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

Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs

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"/>
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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
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Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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