

**Job Title:** Resource Strategy Manager**Location:** Headwaters**Department:** Resource Planning Department**Job Status:** Full-Time**Reports To:** Director of Customer Solutions**Job Grade:** 609**Pay Status:** Exempt**Date Created/Updated:** 2/22/2023

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**Position Summary**

New Braunfels Utilities (NBU) seeks a Resource Strategy Manager to provide leadership and management of water and energy resource planning and strategy to meet reliability, environmental, compliance and risk management goals. This role will guide and support modeling of NBUs water and energy resources and evaluation of the strategic and operational "fit" of new resources, including distributed energy resources (DERs) and alternative water supplies.

Initially, this position will primarily focus on strategy development and integration of DER and electric transportation (ET) program plans into existing NBU planning processes and programs. Once these programs are operational, the Manager will assist NBU in transitioning management of discrete programs to departments and will work to improve and align planning efforts to meet utility and community goals.

Reporting to the Director of Customer Solutions, this new position will coordinate closely with a number of utility departments, including Conservation and Customer Solutions, Business Planning, Water and Electric Engineering, Water Treatment and Compliance, Water and Electric Operations, Power Supply, Key Accounts, Communications and External Affairs, and Fleet and Facilities.

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**Essential Duties & Responsibilities****MANAGEMENT/SUPERVISION**

- Provide management and leadership direction to one to four professional staff
- Build, develop and direct a team of skilled technical professionals, guide their ongoing growth and development, and ensure they have working knowledge of relevant leading-edge planning and analysis tools, techniques, and principles
- Lead, motivate and facilitate cross-functional teams to commit to and deliver results
- Provide day-to-day leadership and work with staff and consultants to ensure a high-performance, customer service-oriented work environment which supports achieving NBUs vision, strategic plan, objectives, and values
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identify resource needs; recommend and implement policies and procedures, ensuring alignment with the NBUs strategic and operational plans
- Manage and participate in the development and administration of the department's annual budget; direct the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; direct the monitoring of and approve expenditures
- Ensure personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Support strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices; participating in

professional societies

- Prepare monthly and quarterly reports, board reports and presentations
- Attend managers' meetings and report appropriate information to direct reports

## RESOURCE PLANNING

- Provide strategic thought leadership, advice, and recommendations to senior leadership on water and energy resource strategy and planning to meet the utility's goals
- Lead development and delivery of a number of cross-departmental planning efforts, including DER and electric transportation program roadmaps to ensure an open, cross-functional, collaborative approach with the participation of staff with different expertise and/or from different areas in the utility; This includes public involvement and presentations to senior leadership, the Board of Trustees, and City Council
- Ensure that all major resource planning work and deliverables are consistent with NBUs Strategic Plan
- In coordination with Business Planning, Water Engineering, Electric Engineering, Water Treatment and Compliance, Conservation and Customer Solutions, and Power Supply departments, lead NBUs water and energy resource, drought management, One Water, water conservation, water-energy analysis, and additional planning efforts
- Identify ways to augment the utility's operations and resource planning and management processes to ensure sustainability
- Provide guidance, including data analysis and technical expertise, to utility operations, engineering, customer solutions, and fleet and facilities teams related to water, energy and other sustainability metrics to ensure for long-term water and energy sustainability
- Lead utility in planning for future water and energy resource variability to increase resiliency

## PROGRAM DESIGN & IMPLEMENTATION

- In coordination with the Conservation and Customer Solutions and Customer Service departments, support goal-setting, planning and conceptual design of customer-facing and internal programs to achieve reliability, sustainability, and other targets
- Demonstrate continuous expansion and effectiveness of One Water, conservation/efficiency, demand management, DER, electric transportation programs and other programs and efforts
- Forecast, allocate, and monitor the human, physical, and financial resources for programs
- Coordinate with other departments and other agencies to effectively deliver programs

## GENERAL RESPONSIBILITIES

- Maintain regular attendance generally and attend NBU required meetings and events
- 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
- Adhere to NBU policies and procedures
- Exemplify NBU Core Values (Safety, Team, Integrity, Culture, and Stewardship)

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## Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Other: At least two years of supervisory or

Work Experience Time Frame: Five Years or More

management role leading diverse cross-functional

Field of Study: Water or energy resource

teams and dedicated success in satisfying internal

management, planning, engineering, or a related  
field

and external customers

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## Certification and Licensures Requirements

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### Other Minimum Qualifications

- Five years of progressively responsible electric or water utility experience in the one or more of the following areas: water or electric resource planning, integrated resource planning, water or electric engineering, energy market analysis, financial analysis of energy markets and regulations, water or electric program or project management (or an equivalent combination of education and/or experience)
- Must possess excellent relationship building and communications skills including proven proficiency in public speaking
- Strong project management skills with demonstrated ability to develop and implement plans and programs
- Excellent ability to follow up, take initiative, suggest solutions, and display accountability and ownership of project responsibilities
- Ability to interface effectively with government officials, media, special interest groups, employees and community partners
- Experience in meeting facilitation and collaborative process management

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

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### 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:** Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

**Sitting:** Constantly

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

**Reaching:** Frequently

- ☒ For Supplies
- ☒ For Files

**Handling:** Constantly

- ☒ Paperwork
- ☐ Monies

**Kneeling:** Occasionally

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

**Pushing/Pulling:** Occasionally

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

**Climbing:** Rarely

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

**Vision:** Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving

**Other:** Click or tap here to enter text.

- ☐ Observing Worksite

**Foot Controls:** Never

- ☐ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

**Balancing:** Occasionally

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

**Bending:** Occasionally

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

**Crouching:** Occasionally

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

**Crawling:** Rarely

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

**Hearing:** Constantly

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

**Twisting:** Constantly

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

**Talking:** Constantly

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

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

Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" 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:** 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.

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### 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.

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Employee's Signature

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Employee's Printed Name

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Date