



ATS Engineering Leadership - Job Profile Matrix

Line of Business: Electric Operations Function: Asset Management Reports to (Job Title): Varies Director	Effective Date of Job Profile: 4/24/13 Last Updated: 01/18/13, 2/27/13, 4/15/13
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Job Family Summary	The ATS (Applied Technology Services) Engineering Leadership manages and directs the work of engineering staff who perform projects involving specialized testing, analysis, diagnosing and investigative work for various PG&E internal clients such as Energy Supply, Electric or Gas Operations. The leadership performs the strategic planning function for their department, such as forecasting & budgeting, evaluating potential projects or bids and allocating resources. The incumbent provides technical leadership for work, ensures client satisfaction is maintained at all times, and reviews and approves technical reports. He/She identifies and evaluates new technology for utilization on client projects based on technological advances and needs of the client. The ATS leader promotes a safety and quality culture, ensuring adherence to all company and regulatory safety and quality policies and procedures.	
Job Title	Supervisor, Applied Technology Services	Manager, Applied Technology Services
Position Title	Same	Same
PGE Job Level	Supervisor	Manager
SAP Job Code	50011211	51522864
Job Responsibilities	<ul style="list-style-type: none"> • Oversees day to day project work of unit. Allocates project resources and internal requirements. Reviews and approves engineering technical reports and works with engineering staff to ensure accuracy of information. • Develops short and long term plan for unit to meet financial goals, including billable hour and productive capacity. • Evaluates client needs and internal resources to determine what services to provide near and long term. Develops relationships with clients and obtains feedback on ATS work on a regular basis. • Maintains high level of customer satisfaction. Ensures team understands client needs and that project work/product/service meets client expectations. Ensures regular and effective client communication. Typically interfaces with client groups at the supervisor or manager level. • Oversees development of bid proposals for technical projects for unit. • Develops business cases for expenditures, staffing, new technology or new services. Presents to and/or reviews with Manager. • Prepares regular team/unit performance metric reports for management review. • Keeps abreast of new technologies in the industry and makes recommendations to ATS management based on business need. • Completes assigned capital projects on budget and on schedule. Identifies and purchases new capital tools as needed for projects. • Monitors project work processes, procedures and methods to ensure quality standards are met. Ensures equipment and tools are routinely tested and calibrated. • Leads change management initiatives and unit activities that support improved 	
	<ul style="list-style-type: none"> • Manages a section consisting of multiple, cross disciplinary teams (units). Develops short and long term plan for section to meet financial goals. • Oversees and coaches the supervisor staff to ensure customer, quality, environmental, safety and regulatory objectives are achieved for the section. Ensures all staff understand and adhere to regulatory requirements. • Understands, considers and anticipates client needs. Ensures client needs and expectations are met with current and future services and projects. • Leads the client relationships. Interfaces with senior leaders (Directors and above) in client groups regarding project status, quality and performance of work, and process improvements. Inform clients of new programs or services to provide more value. • Collaborates with peer ATS Managers and ATS Director in developing section and department performance metrics and forecasts. Regularly presents section performance results to Director. • Stays current on new technologies in the industry. Reviews and considers recommendations from staff for new projects, services or technologies. Explores and approves projects and/or services to pursue according to achieve forecasts and long term plans. • May review and provided guidance and/or approve business cases and bid proposals for the larger, more complex projects or services. Manages staff to accomplish results through effective recruitment and selection, training, development & coaching, performance management, employee engagement activities, and rewards and recognition. • Champions the development and implementation of an improved safety/quality 	



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	<p>safety/quality, including the effective implementation of new or revised safety/quality policies, programs and procedures.</p> <ul style="list-style-type: none"> Supervises staff to accomplish results through effective recruitment and selection, training, development & coaching, performance management, employee engagement activities, and rewards and recognition. 	<p>program, including related communications, training and other change management initiatives for the section.</p> <ul style="list-style-type: none"> Manages staff to accomplish results through effective recruitment and selection, training, development & coaching, performance management, employee engagement activities, and rewards and recognition.
Supervisory Responsibility	Engineers, Scientists and/or Technical staff	Supervisors and Principals
Education Minimum	Bachelor's degree in relevant engineering or technical field, or equivalent related technical certification	Bachelor's degree in relevant engineering or technical field
Desired	Master's degree in engineering or related discipline	Master's degree in engineering or related discipline
License/Certification Minimum		
Desired	PE (Professional Engineer) Certification	PE (Professional Engineer) Certification
Experience Minimum	7 years in related technical or engineering environment	10 years in related technical or engineering environment
Desired		
Knowledge, Skills, Abilities Desired	<ul style="list-style-type: none"> Thorough knowledge of testing concepts, theories, practices, methods, techniques in one or more disciplines or area of specialty. Understanding of quality assurance and control implementation concepts and practices. Knowledge and understanding of client business needs. General understanding of broader company and industry trends and issues. Leadership and project management skills. General financial knowledge to estimate costs, budgets, prepare proposals and track spending. Effective oral and written communication skills with management and subordinates. Excellent analytical and problem solving skills. Decision making skills. Ability to see big picture and prioritize competing priorities. Process improvement knowledge and skill. Marketing and sales skills to promote ATS services. Strong multitasking, planning and organizational skills. Strong MS Office and computer skills. 	<ul style="list-style-type: none"> Breadth of knowledge in one or more specific areas of engineering research and testing concepts, theories, practices, methods, techniques. Understanding of quality assurance and control concepts and practices. Knowledge and understanding of client business needs and the services that meet those needs. Thorough understanding of broader company and industry trends and issues. Leadership skills to effectively manage a section and/or multiple teams. Financial acumen to estimate costs, budgets, prepare proposals and track spending for client projects and the section. Excellent oral and written communication skills to effectively deal with clients of various levels. Ability to influence, negotiate and clearly convey information. Excellent strategic decision making and analytical skills to address longer term issues. Ability to see big picture and prioritize competing priorities. Process improvement knowledge and skill. Marketing and sales skills to promote ATS services. Strong multitasking, planning and organizational skills. Strong MS Office and computer skills.
Supplemental Information	10-15% travel	