

## Manager Position

### Columbia Basin Hydropower (CBHP)

#### Ephrata, WA

CBHP Board of Directors seeks a candidate to succeed the current manager who will be retiring early 2025. The manager reports to a 6-member board and is responsible for implementing the Board's policies and directives in the administration and management of five hydroelectric projects. The manager also plays a key role in development of additional hydroelectric projects within the Columbia Basin Project. Candidate will be responsible for project management of projects CBHP is currently pursuing for future hydro generation.

A bachelor's degree in engineering or business, experience in operation and maintenance of hydroelectric power plants, and experience appropriate for the electric utility industry (particularly in the Pacific Northwest), are preferred. Excellent communication and people skills are required. A combination of experience and education will be considered. Candidate must have demonstrable ability to work with federal, state, and local governments and administrative agencies, as well as being involved in regional power issues and affairs. The candidate must be capable of passing a thorough credit and background check. Familiarity with FERC hydro project licensing process and procedures, U.S. Bureau of Reclamation's operations and Lease of Power Privilege process, and knowledge of Bonneville Power Administration's power marketing process and operation of irrigation delivery systems is desired.

CBHP operates and maintains five hydroelectric projects with a total capacity of 129 MW and provides FERC liaison support for two additional hydro projects owned by the three Columbia Basin Irrigation Districts. CBHP employs 22 management and craft workers and has an annual O&M budget of \$6 million.

The position is located in Ephrata, WA. Salary is dependent on qualifications and experience. CBHP provides a comprehensive benefit package, including medical, dental, vision, and Washington State PERS retirement plan. Desire is to have individual in position by December 1, 2024, or earlier. Job description can be found on the CBHP website: [www.columbiabasinhydropower.org](http://www.columbiabasinhydropower.org).

**TO APPLY:** Send resume, salary expectations, and three work references no later than September 11, 2024, to Secretary of the Board, 107 D Street NW, Ephrata, WA, 98823.



# Columbia Basin Hydropower

## **JOB DESCRIPTION**

**Job Title:** Secretary-Manager  
**Reports to:** Board of Directors  
**Location:** Ephrata, WA  
**Reports to:** Board of Directors  
**Revision:** July 15, 2024  
**Supersedes:** February 2019

## JOB SUMMARY

The Columbia Basin Hydropower (CBHP) Secretary-Manager reports to a 6-member board and is responsible for implementing the Board's policies and directives in the administration and management of five hydroelectric projects.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

*The following essential functions are activities that, if not performed, would significantly and fundamentally alter the position. To perform the job successfully each essential function of the job must be performed to satisfaction of the Board.*

- Managing relationship between CBHP Board and the East, Quincy and South Columbia Basin Irrigation Districts.
- Managing relationship between the CBHP Board and power purchasers.
- Managing relationship between the CBHP Board and employees.
- Attending Board meetings and other meetings that are necessary or beneficial to CBHP and the districts.
- Providing Federal Energy Regulatory Commission (FERC) liaison support for the Quincy Chute and the PEC Headworks power developments.
- Plan and evaluate the work performed by employees.
- Plan, formulate and recommend adoption of such rules and regulations as are required for safe and efficient care, operation and maintenance of the irrigation and power facilities.
- Develop long- and short-range rehabilitation and betterment plans for existing projects.
- Evaluate data on additional power and energy development sites within the Columbia Basin Project (CBP).
- Project management of new hydropower development including micro hydro, small and large developments.
- Pursue potential new plant acquisitions.
- Consult and cooperate with the Treasurer in the preparation of an overall budget for submission to the Board.
- Plan, formulate, and recommend organizational structure and implement structure as approved by the Board.

- Monitor and implement North American Electric Reliability Corporation (NERC) generator testing and other compliance requirements at projects.
- Initiate strategy for renewal of project FERC licenses (seven) and/or exemptions from the FERC process.
- Involvement in State and National hydro associations.
- Successful negotiation of Union contracts.
- Evaluate potential benefits of relicensing thru the LOPP process.
- Engage in regional transmission discussions i.e., with Bureau of Reclamation, Bonneville Power Administration, Columbia Grid and others to retain Project irrigation pump load transmission capacity and availability.
- Pursue early contract termination of Main Canal and PEC Headworks Power Plants with power purchasers.
- Assist Bureau operations in needed coordination, timing, etc., of electrical load if daily scheduling of larger CBP electric pump loads becomes a reality.
- Review mechanism(s) for substituting Project generation as source of secondary power and energy versus transmission of requirements from Grand Coulee Dam.
- Assess current Project transmission infrastructure status i.e., needed repairs, improvements or replacements and administer current utility/BOR/district transmission agreements.
- Performing such other duties as may be required by law or assigned to such position by the Board.

### SUPERVISORY RESPONSIBILITIES

Directly supervise the CBHP Management Team; however, this position does not have full authority over and responsibility of all CBHP employees. The Treasurer is directly appointed by the Board of Directors, the supervision of that employee may not conflict with or supersede the authorizations, requirements, and limitations for that position as set by the Board.

### JOB SPECIFICATIONS

*The following job specifications are representative of the knowledge, skills, abilities, education, and experience required to successfully perform the duties of this position.*

#### Education/Certifications/Licenses:

- Bachelor's degree in engineering or business required.
- Possess and maintain a valid Washington State driver license and insurable driving record required.

#### Experience:

- 5 years management experience required.
- 5 years' experience in the hydropower industry desired.
- Combination of experience and education will be considered.

#### Knowledge/Skills/Abilities:

- Demonstrated leadership ability through the successful execution of progressively increasing management duties and responsibilities required.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables required.

- Ability to write speeches and articles for publication required.
- Ability to work with federal, state, local governments, administrative agencies, as well as being involved in regional power issues and affairs required.
- Must possess the ability to be bonded required.
- Strong computer skills and working knowledge of Microsoft Office required.

Other:

- Must display good written and verbal communication skills.
- Must be self-motivated, possess positive attitude, and promote team work.
- Must display a courteous, respectful and tactful manner with various personalities.
- Must promote and follow all safety policies.
- Use strong reasoning skills and take responsibility for self in work environment.
- Must pass extensive background check, including criminal and credit history, and pre-employment drug screen prior to any final offer of employment.

Working Conditions

This position will primarily expose the worker to environmental conditions found indoors in an office setting. Occasional exposure to outdoor environments.

- May occasionally be exposed to extreme temperatures, weather, and environmental conditions.
- May occasionally be exposed to hazards such as rapidly moving water and moving equipment.
- Will frequently be exposed to inherent hazards such as slipping, tripping, falling, vehicle accidents, etc.

Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to sit, stand, walk, talk, and hear frequently and for long periods of time.
- Must be able to bend/stoop, twist, crouch, kneel, crawl and reach rarely.
- Must be able to lift and move up to 10 lbs. occasionally.
- Must be able to grip, grasp, and handle objects consistently.
- Must have manual dexterity as necessary to operate a motor vehicle, personal computer and other technical devices.
- Must be able to communicate clearly, both orally and in writing.
- Must be able to navigate over and through a multitude of surfaces (i.e.: cement surfaces, dirt, gravel, steep banks, etc.).
- Must be able to drive in all weather conditions.

COMPENSATION

Wage: \$84.13 per hour - \$108.17 per hour DOE.

Benefits:

- Medical/Dental Insurance, including Vision and Prescription Drug coverage effective first of month following date of hire, with choice of Preferred Provider Plan (PPO) or High Deductible Healthcare Plan (HDHP).
- Paid basic life insurance, AD&D and long-term disability insurance.
- Employee paid voluntary life and AD&D insurance available.
- Paid Sick Leave (accrual begins date of hire, eligible to use immediately).
- Paid Annual Leave (accrual begins date of hire, eligible to use immediately).
- Eleven paid Holidays (eligible 30-days after date of hire).
- Washington State Public Employees Retirement System (PERS).
- Washington State Deferred Compensation Program (DCP) match.

This is a full-time position based at CBHP Headquarters in Ephrata, Washington. Normal business hours are 8:00am-5:00pm Monday-Friday, adjustment to work schedule, additional work hours, weekend work, and travel outside the District is required.

CBHP is an Equal Opportunity Employer.

*Employment at CBHP is at-will. Neither this job description, nor any other CBHP document, grants any contractual right, either expressed or implied, to remain in the employment of CBHP; nor does it guarantee any fixed terms and/or conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by CBHP, or you may resign for any reason at any time.*