

# Assistant Power Director

DEPT: Power  
DIV:  
DATE: July 2022

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs managerial work to assist in the administration and coordination of all activities in the Lehi City Power Department. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the broad supervision and direction of the Power Director.

## SUPERVISION EXERCISED

Provides general guidance and direction to Engineering Manager and Operations Manager.

## ESSENTIAL FUNCTIONS

Supervise the administrative functions of the in-house and/or contracted power engineering functions related to system developments, modifications, and enhancements; determines and administers project design, operating and maintenance parameters, schedules, and procedures for system-wide transmission, distribution, infrastructure and related facilities; facilitates and negotiates procurement contracts, engineering contracts and supply resources.

Develops guidelines and deadlines, initiates studies consistent with EPA and OSHA compliance requirements; supervises staff; performs critical incident or emergency decision making related to city power systems and commits city resources.

Directs and manages the design of various work projects; reviews and prepares plans and specifications; prepares preliminary project feasibility studies; prepares cost estimates.

Assists in forecasting power system load requirements.

Assists in development of construction and maintenance specifications and schedules, including capital improvement and O&M projects for Power Department facilities.

Enforces all city and department rules and policies, and in particular, all applicable city, state and federal safety rules and regulations.

Assists in the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; monitors development of bid specifications for projects and equipment acquisitions;

Initiates and coordinates with administrative offices regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Monitor and provide executive direction to the following functions: short and long term system planning and design, power load analysis, construction and maintenance specifications and schedules for O&M projects; quality control measures, outage/emergency response, revenue analysis and budget management, purchasing, contract negotiation and administration, capital projects, system inventory, WECC compliance documentation, and other electrical operations.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel issues; mediate disputes between users and staff; conduct performance evaluations and enact discipline or rewards as needed; recommend staffing decisions including hiring, firing, and training; maintain and review all work records, reports, documentation, and work specifications; conduct complex research on a variety of ad-hoc assignments; represent the department and the City on various committees, boards, regulatory bodies, or commissions; actively represent public power interests in State, area, and national organizations; coordinate with multiple agencies, City officials, and other government management personnel including the Energy Advisory Board, Municipal Council and Mayor's Office; serve on general design and project review committees and recommend projects; advise the

City in Energy matters; prepare and present various statistical and analytical reports; perform duties of lower-level staff and other related duties as required.

Serves in the place of the Power Director in his/her absence.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from college with a bachelor's degree in electrical engineering or closely related field

AND

B. Five (5) years of experience in a comprehensive power utility program; experience in the administration and management of materials and personnel necessary for the development and maintenance of power systems; four (3) years of which must have been in a supervisory or lead capacity;

OR

C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** general electrical engineering principles and practices; legal environment associated with power utility projects, construction and maintenance; modern methods, principles and practices of power transmission and distribution; EPA and OSHA regulations and various environmental quality laws; equipment and materials used in construction and maintenance operations; current APPA codes, standards, safety practices and principals involved in power utility operations; principles of fiscal management and employee supervision.

**Ability to** plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to power utility operations; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other agencies and the public.

### 3. Special Qualifications:

- Must possess a valid Utah Driver license.

### 4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)