

Power Director

DEPT: Power
DIV:
DATE: July 2016

FLSA: Exempt
EEOC: Officials/Admin



POSITION SUMMARY

Performs a variety of **professional, executive and managerial** duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide power operations, including in-house and contract engineering, infrastructure development, power service installation, distribution, transmission and maintenance. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator or Mayor.

SUPERVISION EXERCISED

Provides general guidance and direction to departmental employees through Operations Manager.

ESSENTIAL FUNCTIONS

Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on power department issues; provides technical insight and recommendations related to determining power policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines.

Attends departmental and council planning meetings to correlate the growth of the city and to review and make recommendations on the approval or disapproval of future subdivisions or similar projects as related to power system capabilities and impact; directs and coordinates with the city engineer and other department heads in the planning and approval of power service extensions.

Coordinates or directs in-house and/or contracted power engineering functions related to system developments, modifications, and enhancements; coordinates or performs scheduling/forecasting; identifies available resources, negotiates for resource contributions; 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.

Directs 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; coordinates bid processing and awards with city finance department; gives final authorizations for major purchases and financial commitments.

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.

Serves on UAMPS board; contributes to the power management decision-making processes influencing acquisitions, distributions and development.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in electrical engineering;

AND

B. Eight (8) 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 (4) 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 be a certified Journey Lineman through an accredited program.

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.

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)