

Electrical Utility Division Manager - 2680

Primary Reason Why Classification Exists

Performs difficult professional and intermediate administrative work planning and directing the activities of the electric system engineering, construction, maintenance, and repair of overhead and underground distribution system, substation, generation, transmission, SCADA, and related equipment and performs related management and administrative duties.

Distinguishing Features of the Class

An employee in this class serves as the division manager responsible for planning, organizing and developing the objectives and work of personnel in the Electrical Utility Division of the Public Works & Utilities Department. Emphasis of the work is on managing the work of supervisory and non-supervisory personnel, budget development and administration, as well as planning and implementing the installation and maintenance of the city's electrical distribution infrastructure. Additional role is to develop and implement plans for the expansion of the electrical infrastructure as an alternative to public regulated utilities and to ensure adequate power supplies for residents and businesses. Work is performed with a considerable degree of independence due to the unique nature of the career field with general guidance and direction provided by the Public Works & Utilities Director or City Manager. Work is evaluated on the basis of attainment of individual and divisional goals, accomplishing work objectives within budget limits, increasing electrical service demand to communities, and compliance with safety regulations.

Illustrative Examples of Work

- Coordinates priorities and objectives on new or revised installation projects involving compliance with specific designs or specifications with public works and engineering personnel
- Oversees capital budgeting & planning of service extensions
- Monitors and evaluates activities of employees for effectiveness, completeness, and compliance with safety standards; inspects work in the field, reviews daily work reports, and provides feedback
- Conducts safety training and safety meetings to ensure staff remain aware of safety issues
- Develops budget estimates of hours worked including forecasts future requirements for personnel, materials, supplies, and equipment; authorizes requisitions and purchase orders for supplies or equipment
- Prepares monthly reports of work accomplished, work in progress, and operational costs
- Coordinates the planning and construction of new sub-stations by consulting with engineering staff; identifies need for change orders, specification development, materials needed, and inspecting work performed by outside contractors
- Establishes annual maintenance and performance objectives for the electrical utility division; develops division and employee performance objectives
- Prepares as-built maps of the electrical distribution system; trains subordinates in reading and understanding mapping system
- Responds to and evaluates citizen inquiries and complaints to determine responsibility and develop methods to resolve problems

- Trains and develops employees, provides feedback, and responds to employee relations issues in order to maintain a competent and motivated workforce; supervises electrical and tree trimming supervisors, meter readers, and maintenance personnel
- Serves as the primary technical representative for the City on state and regional public and private electrical infrastructure initiatives
- Develops electric rates
- Serves as intergovernmental coordinator between departments and federal and state authorities, including power agencies and Electricities
- Oversee generator program and SCADA system
- Prepare contracts and billing
- Calculate engineering mathematically loading for customers
- Performs related duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of the theories and practices of construction, repair, and maintenance of high and low voltage electrical distribution systems, subsystems, and electrical theory
- Knowledge of the various state and federal regulations pertaining to municipal owned electrical systems
- Knowledge of principles and practices of effective personnel and fiscal management practices
- Knowledge of principles and practices related to development and administration of annual operating and capital budgets, contract negotiations, and public relations
- Knowledge of the functions, use, and care of tools and materials used in electrical line work, house circuits, and substation equipment as well as safety precautions necessary when working on high voltage electrical lines
- Knowledge of applicable laws, codes and safety orders relating to electrical line work
- Knowledge of theories and practices of electrical distribution systems design and maintenance requirements
- Ability read and interpret electrical distribution construction plans and specifications
- Ability to plan and coordinate divisional work objectives with other departments, divisions, and contractors; ability to train and supervise subordinates in their work roles
- Ability to respond to and resolve citizen questions or complaints
- Ability to communicate effectively, both orally and in writing, with all levels of personnel in the city, contractors, regulators, and the public; ability to represent the city with various regulatory agencies
- Ability to prepare and maintain accurate records and reports

Physical Requirements

Work in this position is characterized as light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Although considered as a management official, the employee may be required to perform field work with electrical crews and be able to stand, use hands to finger, handle or feel objects, see clearly, bend body downward and forward, requiring full use of the lower extremities and back muscles, reach with hands and arms, hear, walk, ascend and descend

stairs or ladders, potentially climb poles and work at heights or work underground in confined spaces.

Working Conditions

Working conditions are predominately in an environmentally controlled environment, typical of office workers. However, the employees in this class are also exposed to both inside and outside environmental conditions where protection from the environment may be required. Employees may be subject to physical workplace hazards including proximity to moving mechanical parts or vehicles, electrical current and wires, working on scaffolding and high places, exposure to extremes of heat and cold, rain and snow, and potential exposure to chemicals as well as atmospheric conditions including fumes, odors, dusts, dirt, mists, gases, or poor ventilation as well as moderate to high noise levels.

Education

Graduation from high school or GED equivalency and equivalent to graduation from an accredited college or university with an Associate's Degree.

Bachelor's degree in electrical engineering is desired.

Experience

At least 7-9 years of progressively responsible administrative and supervisory experience with medium to large size electric utility.

Special Requirements

- Valid North Carolina driver's license - a CDL-B may be required
- Certified in First Aid & CPR
- NC State Electrical License is desired

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.