

ELECTRIC UTILITIES DIVISION MANAGER - 2680

GENERAL DEFINITION AND CONDITIONS OF WORK:

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, and related equipment. This class is also responsible for performing related management and administrative duties as required. Work is performed under general supervision. Supervision is exercised directly over public works operations and over all department personnel in the absence of the department director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, directs, and coordinates all activities of the municipal electric utility; including construction, maintenance, and repair of overhead and underground distribution system.

Supervises directly Public Utilities Electric division which includes supervisor, lineman, tree trimmer, tree trimming maintenance worker, meter readers, customer service representative, SCADA operator and generator mechanic.

Reviews potential new hires and works closely with supervisors in regards to hiring and discipline;

Completes review of employee's performance; reviews all merits for staff completed by immediate supervisors; counsels employees;

Coordinates activities of the divisions within the electric department and with other City departments;

Works with subordinate supervisor to identify operating, maintenance, and/or construction problems and initiate appropriate corrective actions.

Coordinates the planning, design, and construction of the electric utility projects with NCDOT and other utility agencies;

Reviews plans of new subdivision, industrial and commercial developments and makes recommendation for locations of electrical service needs such as wiring, transformers and area lights;

Proposes electric rates, coordinates customers and billing department;

Prepares and administers annual budget for electric department; prepares reports concerning electrical operations costs;

Confers with technical and engineering firms relative to plans and specifications for construction projects;

Participates in load and rate studies;

Oversees that cost effective technology is deployed within the department to meet the system's strategies objectives, to meet industry information requirements, and to enhance staff productivity and improve customer service;

Evaluates and approves purchase and job orders;

Reviews and provides oversight for staff technical and safety training programs are designed and successfully implemented according to OSHA and APPA Safety Manual within the utility;

Evaluates that the utility's operations are run in a safe, reliable, efficient and economic manner;

Serves as the intergovernmental coordinator between departments, federal and state authorities including the North Carolina Municipal Power Agencies and Electricities;

Participates in miscellaneous professional organization committees and conferences;

Acts as department director when required;

Maintains reasonable and predictable attendance;

Performs related tasks as required;

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the electric utility organization and operations; comprehensive knowledge of the materials, methods, practices and equipment used in the operation, construction, maintenance, and repair of electric distribution systems; comprehensive knowledge of the principles and practices of electric engineering as applied to electric utility system construction and maintenance; thorough knowledge of municipal accounting as related to utility revenue operations; ability to establish and maintain effective working relationships with City officials, employees, public groups interested in Electric Service and the general public; ability to plan, assign and coordinate the work of a professional and technical organization; ability to prepare clear and comprehensive financial, administrative and technical studies and reports; ability to communicate ideas effectively orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering or related field, and seven-to-nine years of progressively responsible administrative and supervisory experience with a medium-to large-sized electric utility.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.