

Job Description



DIRECTOR OF ELECTRIC UTILITY (Exempt/At-Will Department Head Position)

DEFINITION

Under the administrative direction of the City Manager, to plan, supervise and direct the activities of the electric utility enterprise; to participate with other agencies in the procurement, scheduling and delivery of electrical power and energy to the City; and to perform related work as required.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E) Essential Duty; (M) Major Portion of Time

- Assumes full management responsibility for the Electric Utility functions, plans and directs the operation and maintenance of electrical transmission and distribution services; oversees the operation of electrical sub-stations and the hydro-electric plant. (E,M)
- Participates with other agencies in the procurement, scheduling and delivery of power and energy to the City.
- Advises the City Manager in all matters relevant to the electric service provided by the City of Ukiah. (E)
- Provides general direction for all work related to the design, engineering, construction, maintenance, and operation of the Electric Utility Department's facilities, and for the design of electric rates, structure, and analysis. (E,M)
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. (E)
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes. (E,M)
- Plans, directs, and coordinates, through subordinate level managerial staff, the Electric Utility Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems. (E,M)
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. (E)
- Develops and administers the Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; prepares electrical rates, fees and charges; approves expenditures and implements budgetary adjustments as appropriate and necessary to meet the end result. (E)
- Provides staff assistance and support to the City Manager; prepares, reviews, and presents staff reports including those for City Council meetings; prepares and/or reviews written correspondence on a variety of City programs and projects including current and long-range electrical projects. (E)
- Acts as the City's primary interface with other electric utilities and for providing technical and financial information for participation on State or Federal regulatory or legislative energy matters in which the City has an interest. (E)
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues. (E)
- Participates on a variety of boards, commissions, and committees; interfaces with regulatory agencies. (E)
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of utilities. (E)

- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Working knowledge of electric utility equipment application; system operation; engineering design and standards; and resource planning.
- Electrical engineering theory and principles of electric power transmission and distribution;
- Operations, services, and activities of a municipal electric utility program.
- Concepts, theories, principles, and practices of electric utility administration.
- Principles and practices of program development and administration.
- Business practices and financial systems and reporting.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes, and regulations including laws and regulations related to electric utility systems.
- Principles and practices of customer service.
- Principles and practices of project management, administration and coordination.
- Modern methods, tools, equipment, materials, and work practices utilized in utility operations.
- Types and level of maintenance and repair activities generally performed in a utilities department.
- Geography and utilities systems of the City.
- Principles of business letter writing and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets and databases.
- Principles and capabilities of GIS systems.

Ability to:

- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Prepare budget estimates;
- Read blueprints, electrical schematics; charts and graphs;
- Create a culture that is conducive to change and that is one that is capable to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's mission and values;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and partnering public agencies and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Prepare clear, complete, accurate, concise, and logical written and oral reports;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;

- Ensure compliance with complex legal environmental and code requires;
- Work in a team-based environment to achieve common goals;
- Communicate clearly and effectively, both orally and in writing;
- Develop and provide public information regarding rate increases to City Council and community at large;
- Exercise good judgment in structuring and organizing work and setting priorities, and readily readjusting priorities to respond to current and future needs; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

EDUCATION & EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business or public administration, electrical engineering, chemistry, or a related field. A Master's degree is highly desirable.

Experience:

Ten years of increasingly responsible experience in electrical engineering or management positions, in the electric utility industry, including three years of management and administrative responsibility.

SPECIAL REQUIREMENTS

- Valid California Class-C Driver's License
- Possession of one or more of the following certificates is highly desirable:

Valid California Certificate of Registration as a Professional Civil Engineer;
Valid California Certificate of Registration as an Electrical Engineer.