

ELECTRIC OPERATIONS MANAGER

DEFINITION

To plan, organize, direct, and coordinate the activities of electric distribution operations within the Electric Utility Department including installation, construction, operation and maintenance of the electric utility distribution system to include substations, warehousing, and metering; to coordinate operation and maintenance activities with other sections, divisions, departments or outside agencies and utilities; and to provide highly responsible technical support to the Assistant Electric Utility Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Electric Utility Director.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies, procedures and metrics.

Plan, organize and direct Electric Operations activities including line, field service, substation, construction, maintenance and metering.

Direct, oversee and participate in the development of the Electric Operations work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Electric Operations budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Review project plans and drawings with supervisors and other staff as appropriate; recommend changes based on field observations and operational requirements; provide technical advice and assistance on difficult work problems.

Research and develop specifications for electric construction equipment, vehicles, and supplies; develop specifications for electrical construction work to be contracted out.

Oversee local, state and federal regulatory compliance activities related to area of assignment.

Manage assets utilizing enterprise asset management software.

Confer and/or meet with City engineering staff, other City divisions and departments, outside agencies, utility customers, and contractors regarding projects.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of electrical theory as applied to electrical circuits and wiring systems.

Methods, equipment, tools and materials used in electrical underground, overhead, metering or substation construction, maintenance, or repair work.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Warehouse and inventory management.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct distribution operations operations/activities, while maintaining a successful culture of safety and compliance.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in electrical systems construction, maintenance and repair work; including two years of supervisory responsibility.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in electronics, electric engineering, computer science or a related field. Eight years of applicable electric utility experience may be substituted for the education requirement.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

02-08-13

12-24-12

04-06-11

08-15-09 Electric Operations Manager

01-21-06 Electric Operations Superintendent

04-30-98

10-01-88

11-04-87

07-01-79 Electric Superintendent

07-01-78 Electrical Supervisor

10-30-73 General Foreman, Electrical

-67

-65

-64 General Foreman, Electric