

JOB TITLE: ELECTRIC AND POWER RESOURCE DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with City Code.

JOB SUMMARY: Responsible for the planning, supervision and operation of the Electric Department including the operation and maintenance of the electric distribution system, both overhead and underground, substations, transformers, street lights and related facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, directs and supervises electric department employees in the construction and maintenance of overhead and underground electric lines and related facilities, installation of commercial and residential services and reading of meters; reviews plans and specifications of construction and repair projects for both public and private development; plans and develops the Load Management Program for the City; exercises independent judgement concerning knowledge of the Electric codes of the City; conducts field inspections of construction and maintenance activities of department employees and private contractors, recommends and administers hiring, firing, evaluations and other duties related to employee management; plans work programs/projects; plans and develops energy related products and services; and prepares annual budget for electric department

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends meetings of the Mayor and Council as directed; prepares required reports for City Administrator and Mayor and Council; supervises the maintenance of all inventory, meter and purchasing records for the Department; reads meters when necessary.

SKILLS AND ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, City employees and the public; extensive knowledge of the methods, materials, tools, and equipment used in the construction, maintenance and repair of overhead and underground electric power distribution systems; ability to climb with hooks and belt and do hot line work 120/2400, 2400/42160 and 7200/12470 volts; ability to interpret line construction plans and written instructions; ability to manage and supervise employees; ability to be available after hours for on call duty to take trouble calls and to help other crew members when they are on call; ability to work in trenches and at heights; ability to climb with hooks and adverse weather conditions; ability to walk for extended periods to read electric meters when necessary; ability to work more than 40 hours per week; knowledge of occupational hazards and safety precautions of the trade; ability to apply first aid and artificial respiration; ability to plan short and long-range projects; ability to plan and schedule work for employees; knowledge of budget preparation, cost analysis and personnel practices; ability to climb up onto and down from equipment.

EXPERIENCE AND TRAINING: Graduation from High School and five years of progressively responsible experience in electric power distribution and transmission construction and maintenance work, including two years of supervisory experience or certificate from lineman school and three years experience and some experience with load management and computer; three to four years of experience with various computer programs and functions; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid Class B Commercial Driver's License.

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