



Electric Director

Electric

JOB SUMMARY

Oversees the Electric Utility Department, including Line Construction, Technical Services, Systems Operations, Marketing, Metering and Customer Service, and directing the day-to-day operations of each division.

MAJOR DUTIES

- Prepares all agency budgets, including capital, construction, energy and maintenance.
- Coordinates energy purchases and sales.
- Prepares short- and long-term plans for energy resources to assist in the city's planning for fuel cost adjustments.
- Coordinates the establishment of energy rates.
- Directs all agency operations, including line maintenance, customer service, system operations, technical services, engineering, marketing, automatic metering, and billing.
- Negotiates and monitors contracts with vendors and contractors.
- Develops one, five and ten year substation and electric system construction plans.
- Directs the development and implementation of standard operating procedures for all departments.
- Directs the implementation of safety programs.
- Prepares and delivers presentations to civic groups, town hall meetings, training sessions and customer programs.
- Manages the agency's material inventory; manages the agency's vehicle and equipment fleet.
- Develops and implements outage management operations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods, practices, tools, materials and equipment involved in the design, operation, construction, maintenance, and repair of electric utility services.
- Knowledge of relevant state and federal regulations.
- Knowledge of accounting and budgeting procedures.
- Knowledge of capital financing techniques, standards, and regulations.
- Knowledge of the electric energy market.
- Skill in organizing and directing the activities of technical personnel.
- Skill in the operation of computers and job-related software programs.
- Skill in management and supervision.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include city and department standard operating procedures and federal, state, and local energy and energy delivery regulations. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of operations to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Electric Department. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, representatives of state and federal agencies, vendors, contractors, representatives of other public utilities, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Marketing Operations Manager (1), Electric Superintendent (1), and Technical Services Superintendent (1), and Systems Operations Superintendent (1).

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field, highly desired.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five to seven years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER