



**Department:** Electric  
**Prepared By:** Tom Miller

**FLSA Status:** Exempt  
**Prepared Date:** December 2016

**JOB TITLE:** Assistant Electric Utility Director

**SUMMARY:**

Under the general supervision of the Electric Utility Director, the Assistant Electric Utility Director has direct accountabilities and responsibilities in support of the goals and objectives of the electric enterprise and the City's strategic plan. The position is the system's primary engineer and supervises staff in completion of the position's essential duties and responsibilities. Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria using judgment and ingenuity in making adaptations and modifications. Coordinates projects and provides support to the electric operations day-to-day field activities. Performs planning and forecasting of electric power to assure timely delivery of electric power to the City, prepares service requirements for new service, and oversees preparation of construction plans for new reconstruction of electric facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Performs many of the functions of the Electric Utility Director and during an extended absence of the Electric Utility Director can perform the Electric Utility Directors responsibilities if assigned.
- Responsible for the development and implementation of the long-term system planning guide including all studies relative to a thorough and complete document consistent with good utility practices.
- Load forecasts, load balancing, voltage drop, voltage sag, voltage support, power factor, system sectionalizing and fuse coordination, arc flash, fault current calculations, electric distribution design, and distributed generation interconnections are examples of work products under the scope of the system engineer.
- Manages the electric enterprise's deployment of technology.
- Manages mobile communications, supervisory control and data acquisition, automated meter information and reading, fiber optic network, distribution inspection plan, and geospatial representations are examples of technology systems under the supervision of the position.
- Coordinates the sharing of databases with various software packages deployed within the electric enterprise.
- Performs electric energy and capacity planning and forecasting.



- Plans, develops and implements the use of the Public Benefits Funds including the energy rebate and efficiency programs and solar.
- Monitors energy schedules and consumption including monthly checkouts for power purchases and sales.
- Prepares billing invoices and authorizes payment of invoices to other counter-parties.
- Calculate power factor charges for customers
- Negotiates electric power purchases.
- Represents City with Western Area Power Administration for electric matters.
- Represents City with other electric utility agencies and associations.
- Performs electric distribution area planning, circuit monitoring and power factor analysis.
- Coordinates and assists in strategic planning to participate in the electric power market.
- Evaluates power supply options, sources, rates, and product offerings.
- Meets with customers to discuss and develop electric service requirements.
- Prepares and monitors budgets for Electric Resources.
- Makes presentations to City Council on electric department matters.
- Prepares requests for proposals and contracts for electric system work projects.
- Prepares monthly electric operations reports.
- Develops, with finance department assistance, rate and budget models, calculates resulting department revenues and sets appropriate rates for electric customers. Recommend to City Manager various rates and develop supporting documentation and make council presentations to receive council approval for revised rates.
- Perform cost analysis for electric projects.
- Point of contact for City with California Energy Commission.
- Performs other duties as assigned.

#### **OTHER JOB EXPECTATIONS:**

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

#### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university in electrical engineering; 10 years related experience and/or training; or, any equivalent combination of education or demonstrated experience.



- To perform this job successfully, an individual with general supervision must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess the ability to:

- Plan, organize, implement, administer, review, evaluate, forecast and distribute retail electric power;
- Read and interpret electric circuit maps and schematics;
- Design and plan construction of electrical system projects;
- Develop, recommend, interpret and explain department policies and procedures;
- Implement rules and regulations regarding electric system;
- Organize and maintain files, documents, and records;
- Communicate effectively with others concerning retail electric power distribution and related requirements;
- Establish and maintain effective working relationships;
- Supervise, train and evaluate staff;
- Operate a computer and related software;

Possess the knowledge of:

- Safety requirements;
- Electrical power theory;
- Long range planning for electrical utility operations;
- Principles, standards, and practices for electrical utility operations;
- Principles, standards, and practices of voice and data communications;
- Radio frequency propagation characteristics;
- Transmission grid and power delivery;
- Preparing and controlling projects;
- Preparing cost estimates and analysis;
- Equipment, materials, tools used in utility operations;
- City, state, and federal codes, laws and regulations concerning power utility operations;
- Personnel practices, laws, codes, and standards;
- City policies, goals, and objectives;
- Operation of computers and software.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

- Licensed Professional Engineer in Electrical Engineering from the Board for Professional Engineers and Land Surveyors.
- Maintain a valid California Driver's license and insurance.



Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

**PHYSICAL DEMANDS:**

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.