



Department: Electric
Prepared By: Electric Department

FLSA Status: Exempt
Prepared Date: June 2010

JOB TITLE: Electric Operations Manager

SUMMARY:

Under the general supervision of the Electric Utility Director, the Electric Operations Manager has direct accountabilities and responsibilities in support of the goals and objectives of the electric enterprise and the City's strategic plan. Supervises and oversees all electric utility operations including transmission, transformation and regulation, and distribution of electrical energy. The position supervises the line crew in constructing and maintaining the system. Also, the position is the designated safety officer for all City enterprises.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Confers with City management on such matters as design, construction, operations, and maintenance of system equipment.
- Approves all operations of the electric utility.
- Interprets electric utility policies and operating procedures to subordinate personnel.
- Prepares budgets.
- Serves as SCADA operator and switching supervisor.
- Checks crew work schedules daily, resolves work issues.
- Schedules and distributes incoming work through the course of the day.
- Prepares and reviews operations procedures and safety programs for all City enterprises.
- Hires, trains, assigns work and reviews performance of all electric utility staff.
- Schedules and approves any and all intentional electrical outages.
- Schedules all work to be done on substations.
- Prepares and presents reports on utility operations.
- Resolves electrical utility construction issues.
- Prepares memos and resolutions for approval.
- Handles and resolves customer complaints and inquiries.
- Writes specifications for use in bidding for electrical equipment purchases.
- Inspects work of contractors for tree trimming.
- Checks and approves all contracts regarding electrical utility projects.
- Reviews and approves material requisitions and work authorization.
- Prepares, or directs preparation of specifications for materials and work methods.
- Analyzes bids for materials, equipment, and services, and recommends purchases and awarding of contracts.



- Prepares monthly operating reports.
- Performs related 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:

To perform this job successfully, an individual 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.

- High school diploma or general education degree (GED); AA preferred. Four years increasingly responsible related experience in electric utility operations and administration, preferably with the City; or equivalent combination of education and experience.
- Journeyman lineman and experience in leading crews.

Possess the ability to:

- Plan, organize, implement, supervise, administer, review and evaluate all electrical utility work and projects.
- Supervise and operate an electric utility system.
- Design, plan, contract for construction, and implement construction of electrical system projects.
- Implement rules and regulations regarding electrical system operations.
- Conduct operating and switching procedures.
- Hire, train, assign work, and evaluate staff.
- Conduct safety training.
- Organize and maintain files, documents and records.
- Troubleshoot and resolve electrical utilities operations problems.
- Communicate effectively with officials and the public concerning electrical utilities operations.
- Develop cost estimates and budget.
- Develop, recommend, interpret and explain department policies and procedures.
- Establish and maintain effective working relationships.
- Supervise, train and evaluate staff.



- Operate a computer and related software.

Possess the knowledge of:

- City, State and Federal codes, laws and regulations concerning electrical utility operations.
- Principles, standards and practices of utility operations.
- Principles and practices of safety management.
- Long range planning for electrical utility operations.
- Equipment, tools and materials used in utility operations.
- Personnel administration, labor and wage laws.
- Preparing and controlling budgets.
- Preparing cost estimates.
- Reading, understanding and implementing blue prints, specifications and schematics.
- Principles of supervision and training.
- City policies, goals and objectives. City safety rules
- California State general orders 95 and 128
- Cal OSHA safety regulations and high voltage safety orders
- Hazards associated with working on or in proximity to energized high voltage conductors and devices
- Distribution maps of the City electrical power system
- Switches and switching procedures for safe performance
- Operation of computers and software.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a California Commercial Class A driver's license.
- Certification as Journeyman Lineman.

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, stooping, walking, climbing, grasping, lifting, crouching, crawling, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.
- 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:

- Regularly is exposed to high, precarious places and works in environmental conditions.
- Exposed to extreme outside weather conditions.
- Risk of electrical shock.
- Required to attend evening meetings.
- Works with various outside conditions that may include animals, insects, poison oak, toxins, chemicals and fire.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- 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.