



Department: Electric
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FLSA Status: Exempt
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JOB TITLE: Electric Utility Director

SUMMARY:

The Electric Utility Director is a department head position in the City of Shasta Lake serving as the Director of the Electric Utility and reports to the City Manager. The position is responsible for overseeing the administration and operation of the Electric Utility. The Utility is a full-service organization involved in resource management, planning, construction and maintenance for substation, distribution and transmission, new service connections, automated metering and SCADA operation. Supervise the Electric Operations Manager and Assistant Electric Utility Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Directs the activities of the Electric Utility.
- Performs electric energy and capacity planning and forecasting including base load and renewable energy requirements.
- Administers work performed by consultants on behalf of the Electric Utility.
- 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.
- Prepares monthly power bill for Knauf Fiberglass.
- Negotiates electric power purchase Contracts.
- Represents City with governmental and trade associations for electric matters.
- Performs electric distribution area planning, circuit monitoring and power factor analysis.
- Coordinates and assists in strategic planning for transition to deregulated 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 budget for Electric Resources.
- Makes presentations to City Council on electric issues.
- Responsible for electric utility compliance with appropriate rules, regulations, reliability standards and the like.
- Prepares requests for proposals and contracts for electric system work projects.
- Administers and coordinates activity of the Public Benefit Program.
- Prepares monthly electric operations reports.



- Assist finance department on development of rates for both water and electric departments.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas
- Responds to complaints, requests, and information requests from the public concerning specific electric functions, and takes appropriate action to ensure a timely and satisfactory resolution
- Responds to questions and comments from the public in a courteous and timely manner
- Perform cost for electric projects.
- Participates as member of management bargaining team for labor negotiations with Union representing member non-exempt employees.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Prepares the development and implementation of department goals, objectives, policies, procedures, and work standards
- 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.

- Bachelor's degree from a 4-year college or university in Electrical Engineering
- 5 years related significantly responsible experience in the electric utility industry.
- 8 years supervisory background.
- Plan, organize, implement, administer, review, and evaluate forecast and purchases of electric power.
- Design and plan construction of electrical system projects.
- Implement rules and regulations regarding electric system procurement.



- Research and develop electric power supply and negotiate purchase contracts.
- Organize and maintain files, documents, and records.
- Communicate effectively with officials and the public concerning electric power matters.
- Develop cost estimates and budgets.
- Ability to prepare clear and concise reports
- Ability to prepare project and departmental budgets
- Ability to speak clearly and effectively at public presentations
- Ability to research and evaluate issues, rules, and regulations
- Ability to effectively supervise and direct the work of others
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Develop, recommend, interpret and explain department policies and procedures.
- Establish and maintain effective working relationships.
- Supervise, train and evaluate staff.
- Technical, professional, and managerial competency with a proven and verifiable track record of success.
- Operate a computer and related software.

PREFERRED QUALIFICATIONS:

- Experience in a municipal or public organization.

Knowledge of:

- City, State, and Federal codes, laws and regulations concerning electric utility operations.
- Sources of supply for electricity.
- Principles, practices and techniques of negotiating power contracts.
- Principles, standards and practices for electrical utility operations.
- Electrical power theory.



- Electric resource management including; load forecasting, power purchase and scheduling, power contracts, budgeting and rate development, Carbon Cap and Trade Procedures, Renewable Portfolio Standard requirements.
- Working knowledge of electric transmission and distribution operations, substation operations and electrical safety requirements.
- Personnel practices, laws, codes, and standards.
- Long range planning for electrical utility operations.
- Equipment, materials, tools used in utility operations.
- Safety requirements.
- Preparing and controlling budgets
- Preparing cost estimates and analysis.
- City policies, goals, and objectives.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Driver's license.
- California Professional Engineering License preferred, but not required

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.