

MAJOR FUNCTION

This is very responsible administrative, engineering, and supervisory work in the areas related to planning, construction, operation, and maintenance of the City's electric system. The employee works with extensive independence receiving general review and direction from the Manager-Electric T&D Operations. The work is reviewed through conferences, reports, observations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules, assigns, and trains subordinate personnel. Performs studies and assesses alternative solutions to problems related to transmission and distribution system including protective systems and metering requirements. Provides assistance as required to the planning engineers, consulting engineers, and others who are engaged in the planning and design of the City's bulk power transmission and distribution system facilities. Assists in the overall planning, design, construction, operation, and maintenance of the City's Electric Operations facilities. Inspects equipment, and analyzes operating performance for determining protection and control requirements. Conducts appropriate studies, and implements sound solutions in order to assure system's proper and correct functioning during normal and abnormal conditions. Assists in the supervision and management of all personnel within the Electric T&D Division. Develops budget, scope of work documents, and performs project engineer or manager duties on various projects and programs. Performs engineering design work on existing or proposed facilities of the Electric Operations system as required. Reviews specifications and plans, evaluates vendor proposals, and provides recommendations for purchasing. Prepares and reviews technical, economical, and other reports. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Requires the use and exercise of independent judgment. Assists in preparation of the Division's budget. Acts in the absence of the Manager-Electric T and D Operations. Performs various administrative activities and functions. Performs related work as required.

Other Important Duties

Participates in coordination activities, joint studies, and contract negotiations with other utilities. Drives a department vehicle. Develops contractual specifications and negotiates contracts for services and/or equipment required by the Division. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, methods, and materials used in construction, repair, and maintenance work of the electric power transmission and distribution including protective systems and metering equipment facilities. Thorough knowledge of the principles of electricity as applied to electrical circuits and control wiring systems, and the ability to apply this knowledge of work problems. Thorough knowledge of the occupational hazards connected with the electric transmission and distribution system, including safety and training practices. Thorough knowledge of the Uniform System of Accounts. Ability to read blueprints, specifications, and maps. Ability to layout construction drawings and schedules for supervisors. Ability to make cost estimates for proposed installations or repair work and to determine materials and labor needed to effectively complete the job. Ability to supervise, direct, and perform project engineer functions. Ability to maintain complex and accurate records and prepare technical reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to effectively communicate material of a technical nature orally

and in writing. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in electrical engineering, public or business administration or a related field and five years of professional experience that includes the planning, design, operation, and maintenance of electric transmission and distribution, including protective systems and metering equipment facilities. Two years supervisory experience is required and shall be in the aforementioned areas or in any electric utility area.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment.

Revised: 07-27-87
02-13-90
08-20-90
03-19-93
04-23-04*
08-14-06
10-12-06
09-02-11*
08-06-12