

**CLASS SPECIFICATION**  
**Electric Utility Division Manager**

**GENERAL PURPOSE**

Under general direction, plans, manages, and directs the operations and services of the City's Electric functions; directs and control division's budgets, staffing and policies; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single incumbent class reports to the Public Works Director/City Engineer and is responsible for planning, managing, monitoring, overseeing, coordinating, and evaluating the work of the City's Electric functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of Electric Utility Division; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet division goals and objectives; implements division plans, work programs, processes, procedures and policies required to achieve overall division performance results; coordinates and integrates division functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual division budget.
2. Prepare reports recommending appropriate action; participate in industry related workgroups; prepare procedural manuals, forms, and a variety of correspondence.
3. Review, analyze, and interpret City and utility policies and procedures.
4. Research, coordinate, and implement various projects; write and edit staff reports. and assist in preparing and managing professional services contracts.
5. Coordinate and assist with implementation of electrical utility policies and procedures within the organization.
6. Develop and revise various City and utility ordinances and resolutions and assist in development and management of various utility related databases.
7. Confer with members of the public to explain utility policies and programs and respond to citizen complaints and requests for information.
8. Perform related duties as assigned and provide quality customer service.

## **OTHER DUTIES**

1. Attends a variety of training sessions, committees, conferences and seminars as assigned.
2. May act as Deputy Public Works Director/Assistant City Engineer in that individual's absence.
3. Prepares and reviews facilities maintenance requests.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Electrical engineering principles and practices as related to operations of an electrical utility.
2. Personal computers and applicable software (Microsoft Office Suite, Microsoft Project, Accela Permits Plus, Microsoft Access, GIS).
3. Sources of information and applicable federal, state, and local laws and regulations pertaining to the electrical utility industry, and local government operations.
4. Principles and practices of municipal public works administration, planning and design.
5. Methods, materials and techniques for the design and construction of public works projects.
6. Theory, principles, practices and techniques of automated mapping and geographic information systems.
7. Capital project funding and budgeting and work planning/scheduling.
8. Practices of civil engineering, infrastructure design and construction.
9. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility
10. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
11. Research methods and analysis techniques.
12. Safety principles, requirements and procedures pertaining to division work practices.
13. Principles and practices of effective management and supervision.
14. City human resources policies and procedures and labor contract provisions.
19. Compile, analyze, and summarize statistical and technical data using computer programs, models, and systems.

**Ability to:**

1. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
2. Understand, interpret, explain and apply federal, state and local policy, law, Utility related regulations and court decisions applicable to areas of responsibility.
3. Present proposals and recommendations clearly, logically and persuasively in public meetings.
4. Complete projects with minimal direction; communicate clearly and concisely, both orally and in writing; communicate City electrical utility policies and procedures effectively to the general public.
5. Analyze, and summarize statistical and technical data using computer programs, models, and systems; properly interpret and make decisions in accordance with laws, regulations, and policies.
6. Stay current with latest regulations and developments in the electrical utility profession; organize and complete detailed assignments complete projects with minimal direction.
7. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials complete projects with minimal direction; communicate clearly and concisely, both orally and in writing; communicate City electrical utility policies and procedures effectively to the general public.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.
12. Provide quality customer service.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in civil engineering, or a closely related field; and at least eight years of progressively responsible professional municipal utility and/or engineering experience, at least three of which were in a supervisory or program/project management capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Current, valid certification as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers is preferred.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.