

CLASS SPECIFICATION
Electric Utility Program Coordinator
(Public Works/Electrical Division)

GENERAL PURPOSE

Under the direction of the Electric Utilities Division Manager, this position will provide technical and professional assistance; perform general administrative duties; conduct specialized and complex studies and research projects; coordinate a variety of programs and activities; and assist in the division functions.

DISTINGUISHING CHARACTERISTICS

Electric Utility Program Coordinator is distinguished from Electric Utility Division Manager in that the latter class is responsible for planning, managing, directing, evaluating, supervising and overseeing the work of an entire Electrical Utility function.

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. Conducts special studies, research, and analysis.
2. Prepares reports recommending appropriate action.
3. Participates in industry related workgroups.
4. Prepares procedural manuals, policies, forms, and a variety of correspondence.
5. Reviews, analyzes, and interprets City and utility policies and procedures.
6. Researches, coordinates, and implements various projects.
7. Writes and edits staff reports; assist in preparing and managing professional services contracts.
8. Coordinates and assists with implementation of electrical utility policies and procedures within the organization.
9. Develops and revises various City and utility ordinances and resolutions.
10. Assists in the development and management of various utility related databases.
11. Confers with members of the public to explain utility policies and programs and responds to citizen complaints and requests for information.
12. Assists in budget preparation.
13. Performs related duties as assigned and provide quality customer service.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, materials, and equipment used in the operation and maintenance of an electric utility systems.
2. Organizational and management practices as applied to the leadership of utilities field operations, maintenance and customer service division.
3. Procedures and techniques of budget development and implementation.
4. Applicable Federal, State and local laws, ordinances codes and regulations.
5. The used of a PC and applicable software (Microsoft Office Suite, Microsoft Project, Accela Permits Plus, Microsoft Access, GIS).
6. Electrical engineering principles and practices as related to operations of an electrical utility.
7. Knowledge of personal computers and applicable software.

Ability to:

1. Understand and apply federal, state, and local laws and regulations pertaining to the electrical utility industry, and local government operations.
2. Read and understand both electrical and civil engineering drawings and studies.
3. Enforce and interpret regulations with firmness, tact and impartiality.
4. Strategically review proposed and existing programs to ensure optimum efficiency in service delivery.
5. Communicate clearly and effectively, both orally and in writing.
6. Understand and follow oral and written instructions.
7. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
8. Exercise sound independent judgment within areas of responsibility.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with City management, staff, developers, property owners and others encountered in the course of work.
11. Communicate City electrical utility policies and procedures effectively to the general public and employ responsive telephone technique.
12. Compile, analyze, and summarize statistical and technical data using computer programs, models, and systems.
13. Properly interpret and make decisions in accordance with laws, regulations, and policies.
14. Provide quality customer service.

Education, Training and Experience:

A bachelor's degree in business administration, electrical engineering, planning, or a closely related field. At least three years of related work experience in Electrical Utility Distribution Systems (construction management or operations and maintenance), Electrical Engineering, and/or Public Works Administration.

Licenses; Certificates; Special Requirements:

1. 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, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, developers, property owners and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

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.

While performing the duties of this job, 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.