



Assistant Electric Department Director Electric

ELEC/1

JOB SUMMARY

This position is responsible for directing the operations and maintenance of the city's electric distribution system.

MAJOR DUTIES

- Plans and directs the operations and management of the electric distribution system.
- Determines transformer size, pole size, and wire size on a distribution circuit.
- Determines appropriate meter form, current transformer size, and potential transformer application to employ.
- Directs and participates in line design, staking, engineering, and site lighting functions.
- Obtains pricing and bids for electrical supplies; makes purchases.
- Obtains bids from contractors as needed; meets with and coordinates the work of contractors, consultants, and developers.
- Attends meetings with the City Administrator, Mayor, City Council and other department heads.
- Plans and directs the operation, maintenance and installation of the fiber network.
- Troubleshoots and resolves electric and telecommunications problems.
- Prepares budgets proposals and manages assigned funds.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods, practices, tools, materials and equipment involved in the design, operation, construction, maintenance, and repair of electric utility services.
- Knowledge of job-related hazards and safety precautions.
- Knowledge of relevant state and federal regulations.
- Knowledge of accounting and budgeting procedures.
- Knowledge of the electric energy market.
- Skill in organizing and directing the activities of technical personnel.
- Skill in the operation of computers and job-related software programs.
- Skill in management and supervision.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Personnel Policies and Procedures Manual, the APPA Safety Manual, Electric Cities of Georgia Construction Specification Book, Georgia Territorial Electric Service Act requirements, EPA rules and regulations, and other federal, state, and local energy and energy delivery regulations. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical, management and supervisory duties. Dangerous work conditions contribute to the complexity of the position.

- The purpose of this position is to direct the operations of the Electric Department. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, representatives of state and federal agencies, vendors, contractors, representatives of other public utilities, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending or crouching. The employee frequently lifts light objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, warehouse, stockroom and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and high voltage electrical lines. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit.

MINIMUM QUALIFICATIONS

- Master's degree in a course of study related to the occupational field required or more than five years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.