

**JOB TITLE:** Electric Director

**DEPARTMENT:** Electric, City of Cartersville

**JOB SUMMARY:** This position is responsible for providing leadership and direction to the department and its employees in the areas of electric distribution safety, engineering, construction and maintenance, reliability, service restoration and operation of all electric utility infrastructure owned and/or operated by the City of Cartersville.

**MAJOR DUTIES:**

- Responsible for all aspects of the department's operation and is accountable for the adherence of all City policies, engineering standards and specifications, and operating requirements.
- Oversees the engineering, construction, maintenance, inspection, alteration, and repair of all electrical distribution lines and equipment.
- Responsible for the oversight of safety, supervision, training, and development of all departmental employees.
- Responsible for overseeing the delivery of reliable electrical service to all customers in a safe and compliant manner.
- Responds to citizen inquiries and complaints.
- Serves as liaison with consulting engineers, contractors, developers, other utility systems, and intergovernmental agencies in the planning and construction of new line expansions and in the development of long-range plans.
- Develops and oversees the execution of the departmental budget and monitors expenditures under the current budget.
- Advises and recommends policy to the City Manager for matters related to utility administration and operation.
- Directs the analysis of outage information, finding trends and recommends applicable solutions.
- Coordinates with developers, general contractors, and other entities about existing and new construction upgrades to all projects within the current and future service territory.
- Responsible for key account coordination and management.
- Responsible for coordinating staff response to emergency outages and after-hours power outages and emergencies.
- Serves as the purchasing officer and negotiates contracts to buy/sell wholesale power.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of electrical engineering principles.
- Knowledge of relevant federal, state, and local codes and regulations.
- Knowledge of public administration and management.
- Knowledge of accounting and budgeting principles and procedures.
- Knowledge of municipal electrical distribution system operations.
- Knowledge in electrical rates, calculations and electric metering.
- Knowledge of the State of Georgia's Electric territories.
- Skills in management and supervision.
- Skills in public relations and interpersonal communication.

**SUPERVISORY CONTROLS:** The City Manager assigns work in terms of departmental goals and objectives. The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include city codes and policies, the National Electrical Code, and the Electric Cities safety manual. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

**COMPLEXITY:** This position consists of a variety of duties in planning, supervision, and management. The need to project long range revenues and expenses contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to direct the overall operations of the Electric Department. Successful performance helps ensure the effective and efficient provision of electrical services and affects the image of the city.

**PERSONAL CONTACTS:** Contacts are typically builders, developers, government officials, engineers, employees of other utility departments, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, negotiate, or settle matters, provide services, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table.

**WORK ENVIRONMENT:** The work is typically performed in an office setting, though work is performed outdoors when inspecting departmental work.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Key Accounts Manager (1), Systems Rate Analyst (1), Administrative Assistant (1), Engineering Supervisor (1), Electric Distribution Supervisor (2), Energy Services Supervisor (1), and Purchasing and Warehouse Supervisor (1).

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.
- Ability to work on call in a supervisory role.
- 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.

The City of Cartersville is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected status.

**Qualified individuals interested in applying for this position should send their resume by May 1, 2024. The position is open until filled. Salary range for this position is between \$118,307 and \$133,854.**

**Email Cover letter, Resume, with Qualifications to: [HR@cityofcartersville.org](mailto:HR@cityofcartersville.org).**