

City of Fallon

Job Description



Job Title: Electric Utilities Director	Job Code: N/A
Division: Administration	Effective Date: 08/2023
Department: Electric	Last Revised: 08/2023

GENERAL PURPOSE

Performs a variety of **administrative and managerial** duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide power operations, including engineering, infrastructure development, power service installation, generation, distribution, transmission and maintenance.

SUPERVISION RECEIVED AND EXERCISED

This is an appointed position who works under direct supervision of the Mayor.

Provides close to general supervision to power crew, including Journey Lineman, Apprentice Lineman and Groundsman.

ESSENTIAL FUNCTIONS

Represents the city with various organizations, i.e. UAMPS, IPSA and IPA; serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on power department issues; provides technical insight and recommendations related to determining power policies, goals and objectives; forecasts and schedules power purchases or sales with other utilities and organizations; manages inter-local agreements; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines.

Attends departmental, Utility Board and council planning meetings to correlate the growth of the city and to review and make recommendations on the approval or disapproval of future subdivisions or similar projects as related to power system capabilities and impact; reviews and monitors utility easements; negotiates to acquire power utility easements and rights of way; directs and coordinates engineering projects; coordinates with developers, contractors, and engineers in the planning and approval of power service extensions.

Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; monitors development of bid specifications for projects and equipment acquisitions; coordinates bid processing and awards with city finance department; gives final authorizations for major purchases and financial commitments; develops and recommends changes in electric rate schedules; secures power purchases and other contracts.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and city safety standards; monitors department safety practices.

Identifies sources for alternative funding related to special projects; assists in securing financial bonding; assists with grant application activities, implements administrative processes as needed to comply with grant conditions; assists Mayor to monitor grant compliance to assure effective working relationships with funding agencies.

Coordinates with line crew to establish work priorities related to hydro power plant operation, water delivery lines, SCADA system installation and operation, power generation, power distribution, power line installation and maintenance (overhead and underground), substations maintenance, tree trimming, blue staking, and meter reading and maintenance; coordinates service providing power to wireless internet provider; develops guidelines and deadlines, initiates studies consistent with FERC, EPA and OSHA compliance requirements; performs critical incident or emergency decision making related to city power systems and commits city resources.

Performs electrical system design and engineering; may coordinate or direct contracted power engineering functions related to system developments, modifications, and enhancements; determines and administers project design, operating and maintenance parameters, schedules, and procedures for power generation, system-wide transmission, distribution, infrastructure and related facilities; plans and coordinates programs for converting to automated meter reading functions, i.e., auto read MESH system.

Directs and manages the design of various work projects; reviews and prepares plans and specifications; prepares preliminary project feasibility studies; prepares cost estimates; assures work is completed in compliance with federal and state safety regulations; initiates plans, develops and implements a variety of reports including federal power reports, annual system reports and system analysis/operations reports.

Initiates and coordinates with administrative offices regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

May participate with line crew in the construction, installation, maintenance and repair of substations, overhead and underground power lines; works as metering technician; conducts field reviews; assures proper inventory of power materials.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. This position requires candidates to possess either the experience or the education listed below. Any combination of experience or training that would provide the required knowledge, skills, and abilities to perform the job duties will be considered.
- B. Graduation from college with a bachelor's degree in electrical engineering **or** completion of four (4) year formal federal apprenticeship.
- C. Ten (10) years of experience in a comprehensive electric/power utility program.
- D. Experience in the administration and management of materials and personnel necessary for the development and maintenance of power systems.
- E. Four (4) years of experience must have been in a supervisory capacity.
- F. **Any equivalent combination of education and experience will be considered.**

2. Knowledge, Skills, and Abilities:

Thorough knowledge of general electrical engineering principles and practices; legal environment associated with power utility projects, construction and maintenance; modern methods, principles and practices of power transmission and distribution; EPA regulations and various environmental quality laws; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in power utility operations; principles of fiscal management and employee supervision.

Journeyman Skill in the use of various heavy equipment, hand and power tools crimpers, hot sticks, cutters, body belts, bucket truck, line truck, wire pullers, etc.

Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to power utility operations; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must possess a valid Nevada Driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)