

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Electric Operations Manager	Job Code: 2741
Date: April 29, 2019	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional management of the operation and maintenance of power system transmission and distribution and related programs for the Energy Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Energy Director and performs all duties under general direction. This work is distinguished by its emphasis on the management of electric transmission and distribution programs including crews for line, maintenance, and line clearance, and service operations.

ESSENTIAL DUTIES: Plan, supervise, and manage the work of subordinates in power line, labor, line clearance, meter maintenance and repair, and distribution service in support of the comprehensive power distribution system; prioritize and assign work projects; coordinate work of crews and other entities; review work done through to its completion; ensure adherence to safety standards; confer with and advise Engineering and Customer Service Department employees.

Direct work in switching substations and feeder circuits; plan for construction of new power lines for present and future load requirements and the replacement of older lines; evaluate and specify materials; survey and estimate costs of property damage; patrol lines and inspect problem areas; respond to outages; anticipate use requirements and confer with private and public utility providers; research, analyze, and make recommendations on providing various power distribution levels to a variety of users.

Maintain records; prepare and submit timely and accurate reports; attend meetings and represent the City as required; assist in preparing the department budget; monitor division expenditures; make recommendations as needed; supervise assigned personnel including scheduling workload; assist in training assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; when needed, conduct performance evaluations and enact discipline; make staffing decisions including hiring and firing personnel; respond to public inquiries and assist fellow workers and City employees; perform the work of lower-level employees; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Electrical Engineering and two (2) years of responsible supervisory or administrative experience **OR** four (4) years of experience as a section head in a power distribution program with two (2) years of post-secondary education in Electrical Engineering or closely related field [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certifications: A valid, lawful Driver's License is required.

2741(2)

SELECTION FACTORS: *Considerable knowledge of:* all aspects of the operation and function of an electric power transmission and distribution system in an electric utility; standard utility practices, the National Electric Code, the National Electrical Safety Code; related laws, codes, rules, and regulations governing related functions of the position; policies and procedures established for the work system; modern management and supervisory principles and procedures; budget preparation and administrative processes; basic English composition, spelling, and grammar. *Skill in:* work management; interpersonal relations as applied to supervision and direction of personnel; practicing trust-building behaviors. *Ability to:* communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, other departments, staff, and the public; translate data and information into an easily understood format for presentation; prepare cost estimates; detect and analyze production and work flow problems and to implement effective solutions; plan, direct, implement, and evaluate programs and activities; manage personnel; demonstrate a high level of commitment to positive customer service.

TOOLS AND EQUIPMENT USED: Computer-based engineering software, printers, plotters, scanners, various meters, thermal imagers, power analyzers, survey equipment, telephone, radios, motor vehicle.

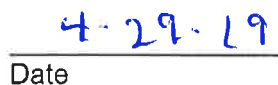
PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods, frequent walking over undeveloped ground, and physical strength and agility for lifting, bending, and stooping.

ENVIRONMENTAL FACTORS: Requires some or potential exposure to adverse weather conditions in all seasons, fumes, chemicals, energized electrical equipment, construction traffic, and noise. May also require exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status. RESIDENCY: Employees of this class may be subject to Provo City residency requirements as demanded by the position.*


Department Director


Date


Mayor/Chief Administrative Officer


Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications 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, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.