

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Systems Operations Manager	<b>Job Code:</b> 2745
<b>Date:</b> November 19, 2018	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is a professional electrical engineering and managerial position assisting the Energy Director in the areas of engineering and system planning.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Energy Director and performs all assigned work under very general direction. This work is distinguished from lower-level electrical engineers and supervisory classifications by its responsibility for several operations and divisions, and by its broader range of projects.

**ESSENTIAL DUTIES:** Oversee engineering functions, including GIS, SCADA support, substations, generation, and metering; oversee planning of power system developments, modifications, and enhancements, including resource development and associated negotiations; administer infrastructure and associated facilities for system-wide transmission and distribution, including schedules, procedures, and parameters for design, operation, and maintenance; prepare, direct, and administer budget for engineering, maintenance, and associated capital improvement requirements; direct and manage the design of a variety of work projects; participate in departmental planning and work-schedule projection; develop and prepare capital purchasing and outlay specifications.

Perform system analysis of existing facilities; identify needed improvements; review and prepare plans and specifications; prepare preliminary project and feasibility studies; prepare cost estimates; plan and manage the securing of rights-of-way and easements; attend meetings; represent City or Energy Director in specific situations; assist superiors in understanding technical and operational issues.

Supervise, plan, and coordinate the work of assigned personnel, including scheduling workload and coordinating workflow; oversee training of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions, including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Electrical Engineering with a concentration in power systems and a minimum of five (5) years of progressively responsible experience in electric utility design, distribution, generation, or other related areas.

**License(s)/Certificate(s):** A valid, lawful Driver's License is required. Registration as a professional engineer in the state of Utah within one (1) year of employment is required.

**SELECTION FACTORS:** *Knowledge of:* electrical engineering principles and application; generation, transmission, or distribution of electrical power; alternative energy sources and their application; budget preparation and administration; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the

operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** practicing trust-building behaviors. **Ability to:** communicate effectively, both verbally and in writing, including conveying technical information in easily understood lay terms; detect and analyze production and workflow problems and implement effective solutions; effectively direct and manage human and material departmental resources; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computer-based mapping workstation, electrical system analysis workstation, engineering analysis software, printer, plotter, scanner, various meters, thermal imager, power analyzer, survey equipment, and City vehicle.

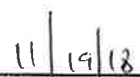
**PHYSICAL DEMANDS:** This work requires some physical strength and agility. Requires viewing a computer screen for extended periods, being exposed to energized electrical equipment, and walking frequently over undeveloped ground.

**ENVIRONMENTAL FACTORS:** Work location is primarily inside, but includes periodic exposure to hazardous materials. Interaction with the public, other government agencies, private businesses, consultants, vendors and contractors. Occasional exposure to high-stress situations, including contact with the public in confrontational or uncomfortable circumstances.

  
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 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.