

City of Seward
Job Description



Job Title: Manager of Electric Utility

Range:	23-26, Progressive	Salary:	\$34.12- \$39.56
Department:	Electric Utility	Approved by:	Scott Meszaros
Reports to:	City Manager	Date:	May 2020
Supervises:	Field Engineer, Utility Office Assistant and Linecrew.		
Position:	Regular, Full-Time, Exempt		

Summary:

Responsible for planning, directing and evaluating the activities of the city's electrical distribution crew and for performing the necessary design, review and delegated management functions for the operation of the municipal electric utility system.

Essential Duties and Responsibilities:

Plans, assigns, directs and evaluates the work of the electrical distribution repair crew in order to ensure reliable electrical service to customers.

Performs design, cost estimates and construction supervision of line extensions and other utility projects designed and built by the electric utility.

Performs preliminary design and cost estimation work in order to prepare bid specifications; reviews bid specification and engineering designs for cost effectiveness and recommends the most appropriate bidder to the City Manager.

Monitors long range plans for other electric utility projects parallel with growth and industrial expansion.

Project Management.

Contract Administration.

Performs other duties as assigned.

Supervisory Responsibilities:

Directly supervises all employees in the Electric Utility Department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include recruiting, interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree in Electrical Engineering or equivalent experience including a minimum of seven years of electrical project management experience involving responsibility for budgeting, fiscal control and staff supervision, preferably incorporating union contract negotiations.

Progressive Development:

Each year on the Electric Utility Manager's anniversary date, the employee will be evaluated not only on performance, but also on professional development. The city manager shall determine if the employee has received the required training and experience to advance from a range 23 to a 24, then from a range 24 to a 25, then from a range 25 to 26, remaining at the same step. After the employee reaches a range 26, the employee shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory-performance, he/she will be granted the regular merit increase of one step.

To progress to a range 24, the employee must have attended at least one utility manager's conference and must have participated in two of the following training sessions: customer service, legal seminars, strategic planning, project management, rate making, (understanding) construction, operations and maintenance, utility management certificate program.

To progress to a range 25, the employee as the Electric Utility Manager shall have participated in contract negotiations or arbitrations and complete two additional training sessions listed above.

To progress to a range 26, the requirements as may be required by employee must have participated in all training sessions listed above and complete additional training as directed by the City Manager.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information effectively and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to perform computations involving discounts, interest, commissions, proportions and percentages. Ability to use algebra, trigonometry and geometry as required by this position.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, schematic or schedule form.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Other Skills and Abilities:

Extensive knowledge of all phases of engineering design, analysis, contract preparation and negotiation, project management, and contract administration.

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. However, in performing the duties assigned, the employee must occasionally work in a high-noise-level environment.

The City of Seward is an Equal Opportunity/Affirmative Action Employer