

MAJOR FUNCTION

This is highly responsible senior management position responsible for directing all the activities of the Production Division. The employee exercises considerable independent judgment, discretion and initiative in carrying out their responsibilities. Work is performed under the administrative direction of the General Manager–Electric Utility. The work is reviewed through conferences, reports, and observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs the operation and maintenance of power generating facilities. Analyzes, prepares, and administers division budget; directs the maintenance planning and outage decisions. Supervises new construction, specification review, bid awards, and solves day-to-day problems. Negotiates and administers equipment purchases and installation contracts including participation in the inspection and acceptance of production facilities. Develops quality and productivity improvement processes to improve services and effectiveness. Conducts meetings with supervisory personnel. Reviews and approves in-house specifications. Reviews outside engineering specifications and proposals. Prepares and reviews City Commission agenda materials and represents the division before the City Commission. Prepares reports and renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Directs personnel activities within the division. Reviews plans and resolves problems in conjunction with top division personnel. Operates and maintains production facilities within required regulatory constraints including, but not limited to, environmental permit requirements and NERC reliability requirements. Acts as the City's Designated Representative under Title IV of the Clean Air Act Amendments of 1990. Recommends the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Reviews work orders. Performs related work as required.

Other Important Duties

Oversees the performance of various administrative activities and functions. Represents the Electric Utility in State and Industry forums and committees. Represents division and department with local media. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, machines, equipment and materials, and operating procedures of electric generating plants (fossil steam, combustion turbine and hydro electric). Thorough knowledge of electric power generation and plant construction, and equipment. Thorough knowledge of the environmental, NERC reliability and other applicable regulatory and occupational hazards and associated preventive measures connected with the administration, operation, maintenance, and design of plants and equipment. Thorough knowledge of hydro electric generating plants and the techniques of water level and flood control management. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to read and interpret blueprints, plans and specifications relating to power plants and appurtenances. Ability to plan, layout, schedule, assign and inspect the work of subordinates. Ability to establish and maintain effective working relationships as necessitated the work. Ability to communicate effectively material of a technical nature both orally and in writing. Ability to negotiate contract terms and conditions. Ability to assign and review the work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and

communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in electrical, mechanical, or general engineering, or a related field and six years professional or administrative experience that includes the operation, maintenance and construction of power plants of 100 megawatts or larger. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

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