

**MAJOR FUNCTION**

This is very highly responsible, technical, administrative and supervisory work planning, directing and coordinating the construction, maintenance and repair of electrical transmission, distribution, metering and telecommunication facilities in the electric utility system. Work is performed under the general administrative direction of the General Manager–Electric Utility. Work involves the application of comprehensive technical knowledge of transmission, metering, distribution and telecommunication operations in resolving work problems. Duties involve the exercise of considerable independent judgment with review received through conferences, reports, observations and by results obtained.

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

Develops and monitors operating, maintenance and capital budgets of Electric Transmission and Distribution (T&D) Division. Administers and supervises the planning, design, construction, operation and maintenance of T&D, metering, telecommunication and street lighting systems as required. Develops quality, efficiency and productivity improvement programs to improve services and effectiveness. Develops specifications, procedures and work schedules. Participates in determining corrective actions relating to equipment and system problems, including power and telecommunications facilities. Participates in electric utility facilities planning and future expansion/modification studies. Meets with supervisors on technical and administrative matters. Prepares reports and renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Initiates requisitions or awards recommendations for materials, supplies, equipment and construction/installation contracts. Negotiates and administers equipment purchases and installation contracts including participation in the inspection and acceptance of distribution, telecommunication, transmission, substation and other T&D facilities. Reviews electric system performance and equipment data. Prepares and submits administrative, financial and technical reports to the General Manager or others as required. Inspects damages, malfunctioning or inadequate equipment. Recommends the hiring, transfer, promotion, grievance adjustment, discipline, and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Determines repair work and replacement parts or retrofitting requirements. Performs related work as required.

**Other Important Duties:**

Confers with the General Manager-Electric utility and other technical/administrative staff of the Department, City, developers, engineers and the general public on various matters related to T And D division's responsibilities. Handles personnel matters. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of electrical engineering as applied to electric utility system's components construction, operation and maintenance. Thorough knowledge of the application of power and telecommunication system's operation apparatus and control wiring. Thorough knowledge of techniques used in contract negotiations for materials, services, etc., inter-utility contracts and coordinating agreements negotiation. Thorough knowledge of applicable codes, regulations and electrical utility safety and training practices. Considerable knowledge of FERC Uniform System of Accounts. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to supervise, direct and plan engineering projects. Ability to plan, direct and supervise the work of others. Ability to analyze and resolve technical problems. Ability to review, prepare and present technical, financial and other complex reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, both orally and in writing. Ability to assign and review the work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Demonstrates

interpersonal facilitation and communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from a four year college or university with a degree in electrical engineering or a related field, and six years of responsible experience that includes the construction, maintenance and repair of electrical transmission and distribution facilities, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

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