

TITLE: Director

EL/1

DEPARTMENT: Electric, City of Franklin

JOB SUMMARY: This exempt position is responsible for directing activities of the Electric Department. This is a safety-sensitive position.

MAJOR DUTIES:

- o Coordinates projects with City Manager and other department heads; maintains records and files; prepares reports.
- o Develops, evaluates, and negotiates the electric power purchase contract as a member of the Virginia Municipal Electric Association.
- o Plans, organizes, directs, oversees, coordinates, and evaluates the activities of department personnel.
- o Establishes operating policies and procedures, goals, and objectives.
- o Develops and administers department training programs.
- o Oversees maintenance and installation of transmission lines, distribution lines, substations, traffic signals, and related electrical facilities.
- o Oversees the preparation of the department budget; reviews department operating budget, projects revenues and expenditures, and monitors expenditures.
- o Represents the city in its relationship with public power customers and/or organizations.
- o Plans, approves, and oversees major projects.
- o Administers departmental safety programs.
- o Supervises emergency situations; receives citizen inquiries and complaints and participates in public relations activities.
- o Researches and recommends operational changes to the City Manager.
- o Reviews and interprets state and federal regulations and legislation governing electric utility operations.
- o Participates in the review of industrial and subdivision construction plans.

- o Represents the city in state and national public power organizations such as APPA & MEPAV.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Thorough knowledge of electric engineering theory.
- o Thorough knowledge of electric utility organization and operation.
- o Knowledge of the materials, methods, practices, and equipment used in the operation, maintenance, and repair of high voltage electric utility systems.
- o Knowledge of accounting and budgeting principles.
- o Knowledge of National Electric Safety Code, OSHA, FERC, and EPA rules and regulations.
- o Knowledge of general management principles, practices, theories, and methods.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in coordinating multiple-unit activities to achieve targeted results.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.
- o Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The director reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include National Electric Safety Code, OSHA, FERC, DOE, and EPA regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Electric Department. Successful performance in this position contributes to the efficient delivery of electric utilities to customers.

PERSONAL CONTACTS: Contacts are typically with other city personnel, elected and appointed officials, business managers, industry lawyers, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of protective devices such as hard hats, safety vests, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Senior Engineer (1), Line Technician Superintendent (1), Meter Supervisor (1), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain and maintain a valid driver's license for the type of vehicle or equipment operated.