

CITY OF BANNING, CALIFORNIA



Electric Services Director

Job Code: 5001

FLSA Exempt Non-Exempt

JOB DEFINITION: Under administrative direction, directs, oversees, plans, organizes and administers the activities and programs of the City of Banning Electric Utility.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Establishes and directs the supply of reliable electric power at competitive rates to serve the City's current and future requirements. Directs and oversees electric field construction, operation and maintenance of utility service. Develops electric plans for the City to accommodate current and future load requirements. Develops, interprets and enforces electric utility policies and procedures. Analyzes departmental problems, identifies solutions and projects consequences of proposed action.

Manages the buying and selling of electric power; monitors and maintains direction and regulation over Departmental revenue and expenditures, electric rate structures, power resources and delivery, power system planning, transmission, local distribution, handling of emergency power situations, electrical engineering and design of new developments, electrical load management, electrical metering and City streetlights. Proposes budget for operations of Electric Division.

Designs new electrical substations, transmission and local distribution circuits. Converts existing distribution systems to more efficient systems for improvement of and increase in capacity, efficiency and reliability of electric service. Prepares engineering drawings, specifications and cost estimates of purchasing materials and equipment. Approves invoices for payment, electrical designs and methods of providing electric service to residential, commercial and industrial customers. Administers requests for proposals and sealed bids for projects.

Provides short term and long term electric utility capital improvement planning for the City. Supervises and trains employees on work activities. Oversees, monitors and directs office operations of assigned staff. Prioritizes and assigns special projects. Interviews prospective employees. Hires and/or recommends hiring. Develops, identifies and implements new employee and on-going staff training. Assigns, tracks and reviews work assignments and progress. Reviews and approves the formal performance evaluation of assigned department staff. Develops and implements disciplinary actions for assigned staff. Provides leadership, motivation and guidance to subordinate staff.

Communicates and interacts with the public to provide utility customer service and solve delinquency issues. Coordinates work activities to other City Departments and outside agencies. Attends meetings and presentations.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of proposal and bid specification practices and procedures.
- Knowledge of budgeting principles.
- Knowledge of electrical engineering, transmission and distribution theory and practice.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Electrical Engineering, Public Administration or related field **AND** five (5) years of experience in the design and construction of electrical substations, transmission and distribution that includes three (3) years of management and/or supervision, **OR** an equivalent combination of education and experience as determined by the City.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain registration a California driver license. May be required to work outside the traditional work schedule.