

Electric Utility Administrator

CITY OF BOULDER CITY
NEVADA

CLASS TITLE: ELECTRIC UTILITY ADMINISTRATOR

BASIC FUNCTION: This position serves as head of the Electrical Distribution Division of the City and assumes total management responsibility of assuring the continuous and reliable transmission and distribution of electrical power to the City of Boulder City. This position plans, organizes and directs the work of the Electric Distribution Division.

REPRESENTATIVE DUTIES: (It is important to note that the duties listed below are "representative only" and are not intended to cover the full range or scope of duties in this class.)

1. Acts as an advisor to the City Manager on electric matters.
2. Plans, organizes and directs the work of the Electric Distribution Division including the installation, repair, and maintenance of an electrical distribution system.
3. Develops and recommends rates for sale of electric power and energy to all classes of customers.
4. Provides rate advisory service to large industrial and commercial customers and investigates customer complaints.
5. Explains various electric rate and development cost options available to developers of industrial and commercial properties.
6. Conducts long-range engineering studies to determine future needs of the City related to electric power supply.
7. Conducts studies relating to equipment used in the construction and maintenance of overhead and underground facilities.
8. Establishes engineering standards for approved construction practices.
9. Directs the overall engineering design program including adding new customers to the system, adding new service areas, and establishing metering designs.
10. Establishes and assures continued economic operation of the electrical system, including conducting electrical loss, power factor studies, and economic loading studies.
11. Reviews system protection needs, conducts studies to assure proper system protection, and coordinates various protective devices.
12. Evaluates the effectiveness of the preventive maintenance of the electrical distribution system. Ensures a continuing process of adjusting the preventive maintenance program in light of the results of the evaluation or to take into account changed circumstances. Assures that the electrical supervisors

have developed and implemented preventive maintenance programs to prevent the deterioration of the electrical distribution system.

13. Assures that the electrical supervisors develop effective work scheduling and control systems to plan and measure the results of work performed.

14. Reviews the work scheduling and control systems developed by the Electric Distribution Supervisor in order to assure the program meets the needs of the division.

15. Monitors electrical distribution maintenance, construction, and repair services to assure work is performed according to established schedules, meets customer's needs, and is performed within budget.

16. Prepares the annual budget for the division, ensuring the budget adequately documents the amount and level of services to be provided, and monitors budget performance throughout the year.

17. Assures that the electrical division delivers services effectively and efficiently through setting of annual goals, objectives, and policy guidelines, and evaluating the performance of these divisions in light of these goals and objectives. Assures that work produced meets acceptable standards of quality.

18. Keeps the City Manager adequately informed of electric division service needs and problems and proposes changes to improve the quality and efficiency of service delivery.

19. Maintains a competent and motivated work force, with emphasis at middle management and first-line supervisor levels, through effective training, performance evaluation, and disciplinary programs and procedures.

20. Works with the public on matters related to the City's electric utility, including assisting with community sponsored events and meeting with citizens to answer questions and resolve problems.

21. Prepares long-range power supply forecasts, determines monthly power resource requirements, reviews available resources, and contacts power brokers, if necessary, to meet demand.

22. Administers the procurement and/or sale of hourly power supply needs and surpluses.

23. Supervises the Development Services and Conservation Specialist. Responsible for the supervision of all staff of the Electrical Distribution Division through the Electric Distribution Supervisor.

24. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, practices, methods, tools, equipment, and materials used in electric installation and repair work and in the construction and maintenance of electrical distribution and transmission lines.
- Electrical engineering as applied to electrical distribution systems.
- Safety practices, laws, codes, and regulations related to low and high voltage electric wires.
- First-aid principles and techniques including resuscitation methods.
- Applicable laws, codes and safety orders relating to electrical line work.
- Theories and practices of electrical distribution planning and design.
- Theories and practices of organizational and human resource management.

ABILITY TO:

- Plan, coordinate, and direct the work program of a large division.
- Coordinate work with other departments, divisions, and contractors.
- Establish priorities.
- Read and interpret electrical distribution construction plans, sketches, blueprints, and specifications.
- Prepare and maintain accurate records and analytical reports.
- Communicate effectively both orally and in writing.
- Make formal presentations before governing bodies and commissions.
- Establish effective working relationships.
- Appropriately respond to citizen complaints.
- Effectively manage the human resources of the division, including selection, training and evaluating subordinates.
- Troubleshoot and diagnose problems related to the safe and efficient operation of an electric distribution system including high voltage distribution, transmission lines, and substations.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Electrical Engineering; and
- Five years of responsible engineering field and office work with an electric utility; at least two years in a supervisory capacity.

LICENSES: Valid State of Nevada Motor Vehicle Operator's License and maintains satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: This position reports to the City Manager. This position is responsible for the supervision of all staff of the Electrical Distribution Division through the Electric Distribution Supervisor and the supervision of the Development Services and Conservation Specialist.

PHYSICAL EFFORT: Normal office environment, however, may require some physical work during emergencies.

CONTACTS:

- Subordinate employees
- Staff from other City departments

- Contractors
- Vendors
- Members of the public
- Upper-level managers of Power Companies
- Federal and State Government agencies including General Managers, Division Heads, Commission Chairmen, Political Appointees, Vice Presidents, etc.

WORKING CONDITIONS: Normal office environment; during emergencies, may be subject to adverse weather conditions and the hazards associated with electrical distribution systems. Work requires travel to other City locations as well as sites outside the City.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS. THIS POSITION IS AN AT-WILL POSITION

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.