

## **ELECTRIC OPERATIONS MANAGER**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for the Electric Operations Division of the Department of Utilities which includes the operation and maintenance of electric power transmission, substations, systems protection, and distribution. Incumbent supervises technically-skilled employees who oversee the day-to-day operations of their respective sections. Incumbent sets priorities, implements operations, and reviews results across all areas of the division. The work requires considerable independent judgment and initiative within established policies and procedures. Work is reviewed by Director of Utilities through results produced.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Organizes, schedules, supervises, assigns, reviews, and inspects division operations. Establishes appropriate procedures and work methods conducive to efficient and effective field operations. Recommends alterations and modifications to the operating systems; reviews drawings, plans, and specifications related to plant additions or systems expansions. Analyzes operational data and prepares cost projections and technical reports. Makes determinations in field to restore power effectively. Handles difficult customer problems and complaints concerning electric service. Collaborates with outside utility companies and municipalities to address mutual problems and technical changes and to execute mutual aid agreements for LUS's emergency and storm management program which includes the arrangement of all logistics according to FEMA guidelines. Manages LUS's participation in MISO and its share in the energy market with TEA as relates to the Operations Division. Oversees compliance programs for all related aspects of NERC applicable to each division within Electric Operations. Supervises the switching of power loads to avoid overloading substations and feeders. Recommends both operating and capital improvement budgets to the Utilities Director. Evaluates the performance of section heads. Attends City / Parish Council meetings as required, making presentations and providing explanations. Incumbent works nights, holidays and extended hours during outages and natural disasters.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Extensive knowledge of the standard methods, materials, tools, and equipment used in the construction, maintenance and repair of an overhead and underground electrical power transmission and distribution system.

Extensive knowledge of substation and communications operations and equipment, and computerized data acquisition systems.

Extensive knowledge of the occupational hazards connected with overhead and underground line construction and maintenance, substation and communications maintenance and repair, and of necessary safety precautions.

Extensive knowledge of NERC regulations governing all Electric Operations sections.

Familiarity with MISO and TEA.

Thorough knowledge of electrical engineering and its related applications.

Ability to plan, organize and schedule administrative and technical work.

Ability to supervise skilled, semi-skilled, unskilled and clerical personnel.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with superiors, employees, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university in electrical engineering or related field; and extensive experience in all phases of electric transmission and distribution construction and maintenance; familiarity with substation and communications operations and maintenance; considerable administrative and supervisory experience; or an equivalent combination of training and experience.