

## **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, as well as the Communications Field Operations Division, which provides video, data and voice communications services using fiber optics to the home / business. 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; confers with other municipal utility personnel concerning mutual problems and technical changes. 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. Recommends both operating and capital improvement budgets to the Utilities Director; evaluates the performance of section heads. Supervises the switching of power loads to avoid overloading substations and feeders. Makes determinations in field to effectively restore power. Handles difficult customer problems and complaints concerning electric service. Incumbent works nights, holidays and extended hours during outages and natural disasters. Attends City / Parish Council meetings as required by subjects to be discussed, makes presentations and provides explanations.

Performs related work as required.

### **NECESSARY KNOWLEDGES, 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 communication 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 communication maintenance and repair, and of necessary safety precautions.

Extensive knowledge of methods and materials of the communications business, fiber optic technology, provisioning video, voice and data communications, and solving problems that arise.

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 communication operations and maintenance; engineering, construction and operations of a communications system using fiber optics, considerable administrative and supervisory experience; or an equivalent combination of training and experience.