



JOB DESCRIPTION

Director of Gas and Electric

Date Prepared: March 2016

Class Code: 8010

SUMMARY: Under administrative direction, provides leadership and direction over the activities of the City's Gas and Electric Department.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, directs, and coordinates through subordinate staff the Department's work plan; assigns projects and program areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Determines the overall Departmental organizational structure, mission, core services and allocation of financial, human, and capital resources; develops and administers annual capital and operating budgets.
- Serves as a technical advisor to the City Administrator and the City Council regarding the City's gas and electric utilities.
- Plans, organizes, directs and reviews all electrical and gas utility operations.
- Develops and manages short- and long-term Department goals, objectives, policies, and procedures.
- Supervises subordinate staff; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.
- Develops and administers annual operating and capital budgets; monitors budget, revenue, and expenditure trends; measures and evaluates organizational effectiveness.
- Coordinates utility engineering projects with City Engineer including planning, directing and reviewing the design, construction, and maintenance of electric and gas utility systems.
- Develops overall policies, financial resources, and facility plans for electric and gas utilities in conjunction with key staff and consultants.
- Conducts resource planning with other agencies and businesses requiring negotiations involving complex terms and conditions for integrated power resources and for participation in joint ownership of transmission and generation facilities.
- Directs the preparation of technical and administrative reports; presents reports and recommendations to the City Administrator, City Council, Boards and Commissions.
- Coordinates with consultants and other agencies on regulatory and legislative matters affecting power resources and gas operations.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, technical support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement, and develops recommendations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Business, Civil or Electrical Engineering or a closely related field; AND ten years of utility operations experience, including five years of supervisory or management experience.

Knowledge of:

- Applicable regulatory codes and laws regarding the development, construction and operation of gas and electric utilities.
- City organization, operations, policies, and procedures.
- Customer service standards and protocols.
- General Orders (CPUC) rules for construction and maintenance of overhead and underground electric supply and communications systems.
- Methods, materials, techniques and equipment used in construction, operations, inspection, design and maintenance of gas and electric utilities.
- Occupational hazards and standard safety procedures.
- Principles and practices for operating public electric, water, and gas utilities.
- Principles and practices of administrative management.
- Principles and practices of contract administration and project management.
- Principles and practices of effective employee supervision.
- Principles and practices of public finance.
- Principles and practices of regulatory management.
- Principles and practices of strategic planning.
- Principles and practices of water resource management.

Skill in:

- Building effective teams and providing efficient customer services.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Defining problems, establishing facts, and drawing valid conclusions.
- Directing the work of subordinate staff.
- Establishing and maintaining cooperative working relationships with City Administrator, City Council, managers, supervisors, staff, contractors, suppliers, developers, businesses, external public agencies and the general public.
- Formulating and presenting policy recommendations.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Making appropriate decisions while ensuring compliance with City goals and objectives.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Operating a personal computer and various software applications.
- Understanding and negotiating complex technical agreements with other agencies.
- Using initiative and independent judgment within established procedural guidelines.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

A valid State of California Grade II Water Distribution License is desirable.

Additional training/certification may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment; may involve occasional exposure to high voltage switches and inclement weather.