



JOB DESCRIPTION

Utilities Operations Manager

Date Prepared: March 2014

Class Code: 8015

SUMMARY: Under general supervision, manages day to day operation, maintenance, and repair of the City's electrical power, transmission and distribution systems to maintain a high degree of system reliability and ensure compliance with established policies, procedures, regulations and objectives.

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:*

- Manages electrical power generation, transmission and distribution systems to maintain a high degree of system reliability in compliance with City policies, regulatory requirements, and safety and quality standards. Performs duties within scope of authority and training,
- Leads, and motivates assigned operations and maintenance staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; oversees and approves rotating shift and standby schedules; approves time off requests, shift trades, and payroll; administers discipline; generates incident reports; leads accident investigation and reporting.
- Oversees high-voltage switching operations.
- Investigates electrical system failures to determine cause and engineers improvements to prevent recurrence; troubleshoots and resolves real-time bulk power and water distribution issues.
- Ensures adherence to City standards, procedures, and safety policies.
- Develops and implements short-term and long-range asset and reliability improvement plans and equipment strategies including maintenance.
- Develops, submits and manages annual budget for area of responsibility.
- Compiles, calculates and prepares monthly, annual, and ad hoc reports on system failures, emergencies, and other routine and non-routine operating conditions and actions; prepares Council reports/updates.
- Coordinates maintenance activities with outside contractors.
- 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 Electrical or a closely related field; AND five years of public utility experience, including three years of supervisory experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Electric and bulk power utility operating concepts.
- Electrical principles, procedures and components, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- Management principles and practices including personnel rules, procurement, contract management, risk management, and employee supervision.
- Occupational hazards and safety precautions applicable to the work.
- Personal computer operations.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Analyzing problems, defining complex issues, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations to support goals and build the organization.
- Assessing and prioritizing multiple tasks, projects and demands.
- Building relationships and fostering teamwork.
- Communicating effectively, both orally and in writing.
- Effectively managing and leading staff, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, regulatory agencies, outside consultants and the public.
- Keeping records as required by regulatory agencies.
- Operating personal computers and specialized software applications.
- Reading, interpreting, understanding and applying operating standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Remaining calm under stress or emergency conditions.

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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Work is performed in an office environment and in the field; may to be exposed to energized equipment.