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File: Job Description – Operations..., final, 10-31

Position Job Description

(PAS, 10-31-18)

Job Title: Operations Division Manager **FLSA Status:** Exempt

Department: Operations Division

Reports to: General Manager

Effective Date: October 31, 2018

Retirement Classification: Group 4

SUMMARY

Plans, organizes, coordinates and directs all operations of NAE's electrical distribution and metering system serving area residential, commercial, and industrial customers by performing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Conducts technical reviews and analysis of all system changes, plans, and programs on a routine basis and modifies, as necessary.

Reviews plans and subdivision layouts as submitted by outside contractors and approves within authority or makes recommendations to General Manager.

Designs short and long term additions or modifications to existing distribution system and obtain services of outside engineering professionals as necessary.

Directs, supervises and oversees the activities and personnel of line, substation, meter and stock/maintenance as required. As appropriate, select staff and provide training and development.

Responsible for the two way radio system and related licensing.

Responsible for the maintenance and condition of all NAED assets and associated support equipment.

Responsible for annually developing and submitting for approval and implementation the Capital Improvement Program of approximately \$1 million for the above departments.

As appropriate, select staff and provide ongoing training and development.

Plans, develops, reviews and implements scheduled maintenance to the department's distribution system (OH/UG) & electric sub-stations, meters and buildings and

equipment. Plans, and reviews additions/modifications to these areas; implements the work. Interacts with the Systems Engineer, and other divisional managers, as necessary to accomplish these tasks.

Ensures compliance with applicable health, safety, and environmental regulations. Maintains compliance with all confined space regulations.

Prepares divisional operating and capital budgets as well as monitors and controls expenses.

Prepares specifications for solicitation of pricing through quote, public bidding and RFP process and provides recommendations of award the purchase of technical equipment and apparatus.

Prepares various federal, state, and local reports while maintaining data/statistics.

Represents the department at meetings with contractors, government agencies, and other appropriate parties. Confers with other utilities (electric, gas, telephone, etc.) both publicly and privately.

Facilitates and manages switching functions at substations and control testing, and servicing of substation and distribution equipment.

Visits job sites regularly; inspects work in progress.

Establishes short, medium, and long range plans and objectives within the scope of department policies and goals. Oversees the accuracy of the systems map. Available on-call 24/7.

Attends various seminars, workshops, and conferences related to the electric utility industry.

Oversees work involving electric wires and cables, energized or de-energized, up to 115,000 volts.

MARGINAL DUTIES AND RESPONSIBILITIES

Include the following:

Subscribe to DIG-SAFE System, identifying locations (default person.)

Involved in the supervision of double poles in Town of Attleborough. Meet with town officials quarterly. Goal is to mitigate double pole situation.

Serve on various committees (town, industry) to address various issues and concerns.

SUPERVISORY RESPONSIBILITIES

Has direct and indirect supervisory responsibility in the planning, assigning, and directing of work of a staff of approximately twenty (20) positions, including, linemen, meter personnel technicians and readers, inventory control specialist, substation specialists, technicians and foremen. Also supervises seasonal personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Strong financial, technology, budgetary, planning and project management skills and experiences required.

Education and/or Experience: Bachelor's Degree in Electrical Engineering or equivalent or seven to ten years related experience and/or training or equivalent combination of education and experience. Experience in public utility management and practices, particularly public power operations, is preferred. Management/supervisory training certificate desirable. Participates in professional associations.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare and deliver comprehensive financial documentation is essential. Ability to speak effectively before groups of customers or employees. Must have excellent interpersonal skills particularly in conflict resolution. Ability to interact with the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concept of basic algebra and geometry. Requirement is knowledge of basic computer skills.

Reasoning Ability: Ability to solve practical problems. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continually required to exercise the use of eyes, ears, hands, and fingers. The employee is regularly required to sit, walk, stand reach with hands, squat, bend, twist, kneel, drive and climb. Occasionally lift up to 35lbs. Need close vision for this job.

WORK ENVIRONMENT

The work environment described here is representative of that which an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to mechanical, explosive, electrical, radiation, chemical hazards. Conditions can be extreme hot and cold conditions as well as the same for humidity and atmosphere. The noise level in the work environment is moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Approval

Date

Revised: October, 2018