

POSITION JOB DESCRIPTION

File: Job Description - General ..., 7-18

Job Title: General Manager

FLSA Status: Exempt

Department: Administration

Approved Date: _____

Reports to: Board of Electric Commissioners

SUMMARY:

The General Manager is responsible for the planning, organization and direction of all operations of the North Attleborough Electric Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following: (Other duties may be assigned.)

Develop department policies, goals, plans, and programs to meet current and future needs.

Manage department operations, fiscal resources and capital budgets.

Guide staff with planning their respective activities to meet department operation goals.

Responsible for the development of the department's annual budget.

Attend state, regional, and national meetings of Electric Utility Organizations.

Determine adequate staffing levels of each function for NAED.

Conduct Staff performance reviews.

Represent NAED when communicating with customers, the public, the media, public officials, and other industry officials.

Negotiate for power supply resources as needed.

Conduct periodic reviews of goals and objectives of NAED.

Initiate staff meetings to keep abreast of current activities.

Maintain current status of all issues concerning local and public power.

MARGINAL DUTIES AND RESPONSIBILITIES

Include the following:

Direct conformity with applicable health, safety, and environmental regulations.

Responds to unresolved customer inquiries, requests and complaints.

Maintain compliance with all confined space regulations.

Supervise the preparation and submission of town, state, and federal reports.

Coordinates NAED operations with other town departments, as required.

Maintains current knowledge of profession through study, review of literature, peer association and attendance at seminars,

SUPERVISORY RESPONSIBILITIES

There is direct supervisory responsibility

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.

EDUCATION AND EXPERIENCE

Master's Degree in public or business administration, electrical engineering or a related field.

Ten (10) years of progressively responsible management experience in a public or private sector electric department, or in a public or private sector management position; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of electric/utility department operations, administration and management practices and procedures; knowledge of the application of state and federal laws and policies which impact municipal electric departments in the Commonwealth of Massachusetts,

Experience with "public power" utilities and Massachusetts Electric Department organizations is preferred

Extensive knowledge and experience in fiscal management, capital improvement planning, public sector collective bargaining, organizational development & planning, power planning and human resources management..

Ability to develop, in concert with the Board of Electric Commissioners, staff and customers organization-wide priorities designed to lead and work cooperatively to support the mission, fiscal integrity and objectives of the North Attleborough Electric Department.

Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations.

Financial, analytical and management skills and ability to develop business plans.

Ability to build, establish, communicate and maintain effective working relationships with employees, board members, state officials, industry representatives, town officials and the general public.

Ability to represent the interests of the North Attleborough Electric Department in written and public presentations

Ability to communicate effectively, both orally and in writing

Ability to manage time effectively, multi task and prioritize responsibilities

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate and implement recommendations.

Must possess effective inter-personal skills including a professional background and experiences in collective bargaining, mediation, conflict resolution, negotiation and leadership.

Must possess public relations skills

Must possess analytical and budgetary skills.

Familiarity with technology, basic accounting principals and mathematics.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare and deliver routine reports 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.

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 regularly required to exercise the use of eyes, ears, hands, and fingers. The employee is frequently required to sit, stand, and walk. Occasionally lift up to 10 lbs.

WORK ENVIRONMENT

Most work is performed in office conditions

Regular schedule requires attendance at meetings of the North Attleborough Electric Commissioners with additional time being required to prepare for meetings and other events.

The employee operates standard office equipment.

Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants and vendors.

The employee has access to all confidential information, including bid proposals, personnel records, collective bargaining and other negotiating positions and agreements, and legal proceedings.

Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

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 minimal hazards. Temperature, humidity and atmosphere are within the range. 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

Updated: July, 2018