



POSITION DESCRIPTION

Vision Statement: "To Enhance the Quality of Life in the Community"

Mission Statement: "To actively grow the community while promoting and protecting the high quality of life"

Position Title:	Electric Operations Director	FLSA Status:	Exempt
Department:	Electric	Bargaining Unit:	None
Reports To:	City Administrator		

Nature and Purpose of Position

The Electric Operations Director is responsible for the operation, construction, and maintenance of the entire electrical system. Supervises Electric Department staff.

Core Competencies

- Work effectively as an employee of the City of Melrose and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary knowledge, skills, and abilities to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Support the City's vision and mission.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City's safety rules and procedures.

Essential Functions of the Position

The essential functions of the position include, but are not limited to, the following:

❖ ELECTRIC OPERATIONS DIRECTOR

1. Performs supervisory and administrative work related to Electric Department.
2. Oversees, designs, and performs duties in the construction, operation, and maintenance of the entire electric system.
3. Provides information to consulting engineers, contractors, City Administrator, City Personnel and various Boards and Commissions.

4. Oversees and performs installation and maintenance of electric meters. Oversees and performs all programming of all utility meters.
5. Responsible for entire distribution, generation production, transmission system.
6. Responsible for generation system and the operations and maintenance of the power plant.
7. Works with MRES and other partners for generation start up and running as required. Responsible for staffing generation plant as needed.
8. Coordinates distributive generation IE. Solar, wind, and other generation sources. This includes being liaison between Melrose PUC, Customer, and MRES. Working with Customer on Minnesota Distributed Generation interconnection workbook (MRES). Commissioning of DG System. Work with Melrose PUC, MRES and customers to create contract documents for DG installation.
9. Responsible for the coordination of all computer systems that operate utilities, including but not limited to SCADA system, Sensus (meter reading AMI), and Utilismart (UDM) integration with Customer Information systems (CIS).
10. Assists the Utility Billing Clerk and other administrative staff as needed on monthly utility billing.
11. Responsible for specification, ordering, equipment, materials, and inventories thereof.
12. Works on-call and responds to emergencies and/or repairs as needed.
13. Responsible for overall Spill Prevention, Control and Countermeasures Plan (SPCC). Coordinates with engineering on plan.
14. Responsible for coordination with Electrical engineers on Arc Flash Hazard Study and implementation of plan.
15. Responsible for coordination with Electrical Engineering for System Study and implementation.
16. Provides Department budget recommendations and monitors budget and follows purchase policy. Makes recommendations on utilities department purchases.
17. Responsible for maintenance of buildings shared by Utilities Department, City Center, and Fire and Ambulance Station.
18. Works with Utility Billing Clerk on energy conservation programs as needed.
19. Provides reports and attends construction, industry, Utilities Commission, Missouri River Energy Services, MMUA, One Call, and other meetings as required.
20. Reviews Electric Utility Department operations, and maintenance and develops long and short-term goals.
21. Ensures compliance with permit requirements and regulations related to environmental and other electric department related issues.
22. Provides information for Capital Improvements projects for Electrical Department.
23. Serves as construction supervisor and oversees electric projects and serves as liaison between City and third-party vendors involving easements and right-of-ways.
24. Coordinates with Utility Billing Clerk required local, state, and federal reports.
25. Attends safety meetings, follows necessary safety precautions, and assures the electrical department is in compliance with safety rules, regulations, and policies. Coordinates JT&S (job training & safety) for Electric Department staff. Supervisor also appoints a member of Electrical team to Safety Committee.
26. Experience in electrical distribution is required, including underground electrical systems.
27. Experience in troubleshooting Electrical systems. This will include Substation, Distribution (overhead and underground), Transmission system and Fiberoptic system.
28. Experience in Fiberoptic systems is recommended.
29. Experience in Design of System improvements. This will include extensively the underground distribution system. Will also include the feeders, substation additions, and generation system.
30. Oversees Melrose Apprenticeship program. Coordinates with Minnesota Department of Labor, Northwest Line College and MMUA on apprenticeship program. Mentor and instruct new apprentices.
31. Required to work with Transmission provider (currently Xcel) operation center on all switching orders on transmission system.

❖ SUPERVISORY RESPONSIBILITIES

1. Supervises department staff which includes scheduling, conducting performance evaluations, mentoring, and teaching new employees.
2. Carries out supervisory responsibilities in accordance with City and Utilities' policies and procedures.

3. Participates in the hiring process of employees for the Electric Department.
4. Responsible for addressing departmental concerns and/or complaints and enforcing departmental disciplinary policies.

❖ OTHER

1. Performs other duties as apparent or assigned throughout the City and Utilities.

Specifications

EDUCATION AND EXPERIENCE

- ❖ Associate degree or equivalent from two-year college or technical school in line person training plus certificate of completion of an approved apprenticeship certification program for a journey lineworker or five years experience in electrical distribution and power production or combination of education and experience required.
- ❖ Prefer at least some supervisory experience in the public and or private sector.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- ❖ Skill in supervising personnel to include delegating responsibility, training, and evaluating performance.
- ❖ Knowledge of National Electric Safety Code and APPA manual.
- ❖ Knowledge of OSHA & EPA rules and regulations as they apply to department operations.
- ❖ Ability to read and interpret plans and specifications, blueprints, and wiring schematics.
- ❖ Strong organization and interpersonal skills.
- ❖ Proficient in the use of modern office equipment.

Certificates, Licenses, Registrations

- ❖ Valid MN Commercial Driver's License (CDL).
- ❖ CPR Certification and First-Aid Training.
- ❖ State of Minnesota Lineworker License or Journeyman card from a recognized apprenticeship program.

Computer Skills

- ❖ Proficient in the use of computer operations and applicable software programs.
- ❖ Experience with electric and water meter AMI systems. This includes programming software.
- ❖ Experience with utility software a plus.

Mathematical Skills

- ❖ Proficient in performing mathematical calculations specific to job duties.
- ❖ Ability to understand map scales and be able to read maps and blueprints.

Language Skills

- ❖ Excellent communication skills.
- ❖ Ability to read and interpret policies and procedures and draft reports.
- ❖ Ability to communicate effectively with other employees, city officials, and the general public.

Physical Requirements/Work Environment

- ❖ The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
 - Specific vision abilities required by this job include close vision distance vision, color vision, peripheral vision, and depth perception.
 - The noise level in the work environment is usually moderate.
 - The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
 - The employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to the risk of electric shock.
 - The employee frequently works in high, precarious places and is frequently exposed to fumes or airborne particles.
 - The employee is occasionally exposed to extreme heat, risk of radiation and vibration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PUC Approved 08/28/2023

