



Job Title	General Manager
Department	Electric Utility
Employment Status	Full-Time Grade 12A \$40.46
Exempt/Nonexempt Status	Exempt

Scope of Work	
This position is responsible for planning, directing, and evaluating the activities of the City's electrical distribution system and employees. This position is also responsible for performing the necessary design, review, and delegated management functions for the operation of the municipal electric utility system.	
Supervision	
Reports To	City Manager
Supervises	All Electric Utility Employees

<p>Essential Job Functions</p> <p><i>An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.</i></p> <ul style="list-style-type: none"> • Plans, oversees, assigns, directs, and evaluates the work of the electrical distribution, generation, and transmission crews. • Develops, modifies, oversees, and reviews administrative and engineering services in support of the electrical operation. • Develops, and modifies the budget for the department and involved in the creation. • Verifies and approves all departmental purchasing. • Ensures reliable electrical service to customers. • Performs design, cost estimates, and construction supervision of line extensions and other utility projects designed and built by the electric utility. • Oversees the preliminary design and cost estimation work to prepare bid specifications. • Reviews all bid specifications and engineering designs for cost effectiveness and recommends the appropriate bidder to the City Manager. • Monitors long range plans for electric utility projects and ensures they are parallel with growth and industrial expansion. • Monitors, promotes, and influences regional, state, and federal activities that impact the electric utility. • Ensures the City is current on all state/federal regulations. • Researches and develops changes that increase the efficiency and productivity of the department. • Ensures project management tasks and deadlines are met. • Manages all contracts for electric utility upgrades. • Provides effective and efficient customer service and promotes and maintains responsive community relations. • Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a bachelor's degree in electrical engineering or a related field supplemented by at least 7 years of experience with an electric utility position, including some supervisory experience, or any equivalent combination of training and experience which provides the following knowledge, skills and ability:

Knowledge of	<ul style="list-style-type: none">• All phases of engineering design, analysis, contract preparation, and negotiation.• Project management and contract administration.• Electric utility transmission, generation, and distribution systems.• Power systems engineering and business management.
Skill in	<ul style="list-style-type: none">• Oral and written communications.• Strategic thinking and decision making.
Ability to	<ul style="list-style-type: none">• Interpret a variety of instructions that are furnished in a diagram, schematic, or schedule form.• Read• Multi-task and prioritize work.• Assign and supervise the work of others; motivate employees to work toward common goals.• Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors, and the general public.

Necessary Special Requirements

- Valid Driver's License
- Must complete ICS 100, 200, 700 and 800 within first 6 months of employment. ICS 300 and 400 to be completed as soon as available.

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.

- Work is performed both in the office and in the field, hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, bend, crouch or crawl, and smell.

- The employee is frequently exposed to odors, noise, toxic agents, wetness and humidity, and occasionally exposed to other adverse conditions including extreme heat or cold, dim lighting, dust, vibrations, electrical currents, and heavy machinery.
- The employee must occasionally lift and/or move up to 50 pounds.