

DEPUTY DIRECTOR - ELECTRIC

JOB DESCRIPTION

Classification Responsibilities: The Deputy Director - Electric directs the activities of the Electric Division of the Energy Resources Department. The position is responsible for planning and directing the diverse activities of electric engineering and the construction, maintenance, and repair of overhead and underground distribution systems, substations, generation, transmission, and related equipment, as well as policy determination and the coordination of all electric functions. The incumbent is responsible for identification, implementation, and success of a continuous improvement and increased productivity program within the Division, and exercises general supervision of the Division safety program. This class is also responsible for performing related management and administrative duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Under the general direction of the Energy Resources Department Director, the Deputy Director – Electric exercises considerable initiative and independent judgment within the electric utility area. Work is subject to evaluation on the basis of overall results achieved. The incumbent may serve as the Energy Resources Department Director on a rotating basis and as needed. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering or related field. Seven to nine years of progressively responsible administrative and supervisory experience with a medium- to large-sized electric utility.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date. Must reside in the Mesa Electric call out area (example: within an eighteen mile radius of Main Street and Center Street intersection within one year after hire date).

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Experience as an electric utility manager or assistant electric utility manager is highly desirable. Graduation from an accredited college or university with a Master's Degree in Business or Public Administration and registration as a Professional Engineer is preferred.

ESSENTIAL FUNCTIONS

Communication: Establishes and maintains effective working relationships with representatives from public and private agencies associated with the electric power industry, subordinate-level personnel, other City employees and departments, and the general public. Makes appropriate policy recommendations concerning electric-power distribution issues. Prepares and presents various reports on Electric Utility activities.

Manual/Physical: Enters data or information into a terminal, personal computer, or other keyboard device in order to review and approve specifications for services provided, technical equipment, various internal division reports, and special statistical/data projects. Observes, inspects, or monitors the behavior of employees, subordinates, contracted personnel, etc., to determine compliance with prescribed operating or safety standards. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and conferences and respond to emergencies.

Mental: Plans, directs, and supervises the full-range of Electric Utility activities. Devises and analyzes recommendations concerning policies and procedures to improve productivity. Makes sound administrative analyses relating to policy and management problems. Makes decisions on complex technical and administrative problems. Directs and conducts special, divisional operation or general electric service studies. Directs the implementation of departmental policies and organizational framework designed to increase overall efficiency. Supervises and evaluates the work of subordinate personnel. Coordinates divisional activities with other departments and divisions when major issues or problems are involved. Coordinates with the Energy Resources Division and analyzes trends in electric power usage, developments in the field of electric generation and distribution, economic projections, and a variety of other factors, in order to develop plans to satisfy electric service requirements. Analyzes information, statistics, and reports on electric power usage and supply. Administers the division budget.

Knowledge and Abilities:

Knowledge of:

the theories, principles, and techniques of organization and management of an electric utility;
modern supervisory, evaluation, safety, and training practices and methods;
the principles and practices of public administration; and
the principles of public finance and budget preparation.

Ability to:

plan, direct, and supervise a full-range of activities commonly found in an organization which generates and distributes electric power;
direct the implementation of divisional policies and organizational framework designed to increase overall efficiency;
analyze data, statistics, and reports on electric power usage and supply;
stay current on electric power distribution issues;
make decisions on complex technical and administrative problems, and administer the division budget;
express ideas clearly and concisely, both orally and in writing;
supervise subordinate employees, including participation in hiring, firing, instituting disciplinary actions, conducting performance evaluations, and reviewing work of subordinate staff for accuracy and completeness; and
establish and maintain effective working relationships with the general public, subordinates, other City employees and departments, and representatives from public and private agencies associated with the electric power industry.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

Revised to change title from Electric Division Director 2/13

LW/cjh

CS6008.DOC

EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

PAY PLAN E01-E14

PAY RANGE: E09

SH-No

SECURITY-No

CDL-No

IND-9410

SWORN-No