

ENERGY RESOURCES DEPARTMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: Under administrative direction, the Energy Resources Department Director plans, organizes, and directs the activities of the Energy Resources Department. The Energy Resources Department Director is responsible for determining and implementing departmental policies and processes, preparing reports, developing short- and long-range plans, and making difficult technical and administrative decisions. The incumbent is responsible for identification, implementation, and success of a continuous improvement and increased productivity program within the Department, and directs or conducts special studies related to operation of the Department. The incumbent acts as a representative of the City at meetings with professional organizations; other utilities; representatives of local, state, and federal agencies; and local businesses. The employee negotiates with outside parties, and works with legislators and regulatory agencies (such as the Arizona Power Authority, Arizona Corporation Commission, and Western Area Power Association) for the purpose of developing policies and implementing strategic plans, and provides direction and planning for electric and natural gas utility services. The incumbent provides long-range planning and oversees operations, maintenance, repair, efficiency improvement, customer complaint resolution, and budget preparation as well as controlling expenditures for all of the City's electric and natural gas systems. The incumbent delegates considerable authority for the performance of technical and administrative activities, but retains responsibility for results achieved. This class performs management and administrative duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class specializes in policy development and planning in the electric and natural gas utility systems. The Energy Resources Department Director reports directly to a Deputy City Manager, who reviews work through meetings, conferences, and reports regarding problems encountered and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business/Public Administration, or a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Graduation from an accredited college or university with a Master's Degree in Business or Public Administration is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, outside contractors, City elected officials, or others in order to supervise the Energy Resources Department. Produces documents such as policies, methods, and procedures for improving productivity, developing plans and specifications for additions or revisions, and special studies in the Department. Deals effectively with contractors, utility customers, City officials, industry representatives, and the general public.

Manual/Physical: Enters data or information into a terminal, personal computer, or other keyboard device in order to prepare or approve specifications for vehicles, services provided, technical equipment, various internal-department reports, and special statistical/data projects. Observes, inspects, or monitors the behavior of employees, subordinates, contracted personnel, etc., to determine compliance with prescribed operation or safety standards, such as county, state, and federal guidelines (example: Western). Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and conferences and respond to emergencies.

Mental: Supervises and evaluates the work of subordinate personnel such as prioritizing and assigning work to personnel, and reviewing or checking the work products of others to ensure conformance to standards and compliance with policies, procedures, and guidelines set forth by the Department, as well as regulatory agencies. Analyzes data, such as applicable federal, state, and local codes as they relate to the Department, in order to make recommendations in a written report format to management. Conducts ongoing and special studies, or considers those prepared by staff, to ensure optimum service, increased productivity, and/or continuous improvement processes are effectively maintained. Stays current on, and makes appropriate policy recommendations concerning resources and related legislative, regulatory, and legal issues.

Knowledge and Abilities:

Knowledge of:

theory and principles of the design and operation of electric and natural gas utility systems;
principles and practices of electric and natural gas utility construction methods;
energy utility regulations and regulating agencies;
materials, methods, practices, and equipment used in electric and natural gas utility system operations and construction, maintenance, and repair;
federal, state, and local guidelines which relate to the operation and maintenance of the Department;
public administration research methods and techniques, forecasting, and general budgeting principles and practices;
public administration methods of report presentation;
municipal government organization and the services normally provided; and
modern supervision, evaluation, and training practices and methods.

Ability to:

assign work projects to employees, based on their area(s) of expertise, in order to optimize the use of available staff and equipment;

prioritize work assignments based on the severity of the problem, potential loss to the City, and other pertinent factors, and adjust work schedules to meet emergency conditions;
supervise subordinate employees, including participation in hiring, termination, disciplinary actions, conducting performance evaluations, and reviewing work of staff for accuracy and completeness;
devise and analyze recommendations for policies, methods, and procedures for improving productivity;
deal effectively with contractors, utility customers, City officials, industry representatives, and the general public;
develop plans and specifications for additions or revisions to the electric or natural gas utility system;
present written and oral technical management reports addressing short- and long-range planning;
apply general budgeting principles and practices in order to prepare and monitor an operating budget;
identify and resolve operational and personnel issues;
make sound administrative analyses relating to policy and management issues;
review projects in order to ensure conformance with plans and specifications;
conduct ongoing and special studies, or consider those prepared by subordinate staff, relating to the Energy Resources Department, in order to ensure that optimum service, increased productivity, and/or continuous improvement process is effectively maintained;
stay current on and make appropriate policy recommendations concerning areas of specialty and/or industry activities and legal issues; and
establish and maintain effective working relationships with City officials, other departments and divisions, contractors, and the general public.

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 the job change.

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JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E13

IND-9410

SWORN-No