



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Electric Department Manager
DEPARTMENT: Electric
FLSA STATUS: Exempt
DATE: November 2022
ACCOUNTABLE TO: General Manager

Primary Objective of Position

This position has broad authority as the recognized electric power distribution expert and is responsible for overseeing all aspects of the electric service operations of the Utility. This position is under limited supervision and requires the application of professional skills on a daily basis.

Major Areas of Accountability and Job Duties:

Manage the Electric Department personnel including but not limited to line crews, electric project coordinator/planner, meter technician, electrician, and locator in order to maintain a high level of productivity and unity among the employees.

Establish and oversee the functions required to safely ensure the continuity of power supply to the Utility's customers in accordance with engineering standards and the National Electric Safety Code; including reviewing plans with crews, making change recommendations based on field observation and operation problems, providing technical advice and assistance on difficult problems, evaluating work procedures and recommending improvements.

Participate on the Safety Committee and promote required safety training and documentation within the department.

Present and assist in the development of financial planning reports necessary for decision-making and long-range electric utility planning, including operational and capital budgets.

Provide project management for construction and improvement projects, including grant applications, engineering design, plan and specification preparation, cost estimates, bid package evaluations, and construction oversight.

Analyze GRPU electric utility operations against industry key performance indicators and propose changes or improvements.

Prepare feasibility studies related to distributed energy resources, load management, voltage regulation, load flow, fault current, fuse coordination, and the reliability of the Utility's electric system.

Submit required reports in an accurate and timely fashion to the appropriate federal, state, and local agencies and assist in the response to inquiries from regulatory agencies.

Assist in the direction of personnel and vendors to ensure the safe and reliable functioning of the Utility's advanced metering infrastructure, outage management system, GIS, and similar applications.

Research and promote innovative solutions for new technology and automation that enhance safety and the efficient delivery of the Utility's services.

Meet with customers as necessary to address concerns and questions.

Provide engineering and technical support to other departments of the Utility, including working with them to analyze and oversee various customer programs to ensure their efficient and effective administration.

Perform other duties as assigned by the General Manager.

Minimum Qualifications:

Bachelor's degree in Electrical Engineering or related field and ten (10) years of progressive engineering experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Five (5) years of responsible leadership experience in a management or supervisory position.

Valid Minnesota driver's license, or have the ability to obtain one prior to employment.

Current Master Electrician license, or have the ability to obtain it within two (2) years of employment.

Thorough understanding of the methods, materials, and tools used in electric utility power distribution operations and maintenance.

Familiarity with the occupational hazards, standard safety precautions, OSHA, NESC, NEC and other regulatory guidelines, rules, and regulations as they relate to electric power distribution.

Considerable knowledge of the principals and practices of organization, administration, budget, and personnel management.

Demonstrated professional level oral and written communication skills.

Ability to establish and maintain effective working relationships with employees and Utility officials.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with outside vendors, other public entities, and other employees.

Strong sense of honesty, integrity, and credibility and the ability to use independent and discretionary judgement and manage confidential information.

Availability to work the Utility's normal office hours throughout the regular workweek, as well as possible evenings, weekends, and holidays, if required.

Preferred Qualifications:

Knowledge of current technologies for computerized systems for electric utilities such as utility billing, work orders, MS Office Suite, GIS, OMS, AMI data collection and monitoring, and other systems applicable to the operation of a utility.

Electric line design experience and/or certification.

Familiarity with Federal Energy Regulatory Commission (FERC) accounting classifications.

Experience in customer service and support and awareness of industry's latest trends and applications.

Tools and Equipment Used:

Computers and related software, including word processing, data base and spreadsheet programs; printer, calculator, telephone, and copy machine.

Physical Demands / Work Environment:

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 will be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

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 this position if the work is similar or related to, or a logical extension of the position.

This job description does not constitute an employment contract between the employer and employee. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Commission Approved Date: _____