

|  |  |  |
| --- | --- | --- |
| **Power Department Director** | | |
| **Job Description**  (last updated: 9/2023) | | |
| **Department:** | Power | |
| **Position Reports to:** | City Administrator or Assistant City Administrator |  |
| **Pay Grade:** | 29 | |
| **Employment Type:** | Full-time | |
| **Exempt/Nonexempt:** | Exempt | |
| **Description:** | Under the general direction of the City Administrator or Assistant City Administrator, serves as the Power Department Director and is responsible for the planning, operation, and maintenance of the electrical generation and distribution systems for Springville City. | |
| **Duties:** | Researches and evaluates power resources and makes recommendations concerning the most economical and reliable long-term means of meeting the City’s electrical power needs.  Manages, trains, motivates, and leads department staff. Deals with personnel issues, staffing needs and responsibilities.  Provides safety training for all department personnel, assuring compliance with federal, state, and City codes.  Plans, develops, administers and maintains the department budget.  Prepares reports and represents the City on the Utility Board and other committees and boards as assigned.  Analyzes growth and forecasts electrical needs, communicating these needs to the elected officials, other City departments, public, and outside power agencies.  Monitors cost of supplemental power and natural gas to determine lowest cost for acquiring supplemental power each month.  Plans and implements the capital needs of the department according to approved budgets, developing the ten-year plan and cost estimates.  Proposes electric rate schedule changes and new rate schedules.  Assures that the Power Plant and department maintain active permits and licenses and submit mandated annual reports to federal and state agencies.  Responds to department and City emergencies. | |
|  | All other duties as assigned. | |
| **Qualifications:** | Bachelor’s degree in Electrical engineering or any closely related field. Advanced degree and professional engineer license preferred. 10 years of experience in electrical generation and distribution with 5 years of experience in a supervisory capacity or equivalent combination of education and/or experience.  KNOWLEDGE, SKILLS AND ABILITIES  Must be able to effectively supervise personnel and work well as a team member. Must be able to effectively plan for future power needs. Must have a knowledge of governmental budgeting. Must have working knowledge of power distribution systems and working knowledge of the installation and maintenance of power generation facilities (both hydro and dual fuel), including installation and maintenance of power distribution systems. Must be able to communicate well both verbally and in writing. Must work well with the public. | |
| **Physical Demands:** | Light physical effort required, must be able to lift 25 lbs, sit, stand, kneel and walk for periods of time. | |
|  |  | |