



**Utilities Commission, City of New Smyrna Beach**  
**Job Specifications**

**Director of Electric**

*Revised 04/2017*

**Department:** Electric

**Pay Grade:** 44

**Reports To:** General Manager/CEO

**Status:** Non-Union / Exempt

**Job Summary**

The Director of Electric is responsible for establishing the strategic direction of the Electric Department, including budget strategies and operational policies, and identifies opportunities for improvement and resolves any discrepancies to maximize the strategic use of such operations. The Director is responsible for the planning, directing, and coordinating of all transmission and distribution, fleet maintenance, installation, and substation and relay activities through designated staff, consultants, contractors, other U.C. departments, governmental agencies, and the general public.

**Essential Duties and Responsibilities**

*Include the following and other duties as assigned:*

Responsible for the overall direction and management of the Electric Department and its subdivisions and Electric personnel, including directing the priorities, people and resource allocations, as well as conducting fair and honest performance appraisals, identifying and managing employee development needs, and establishing and maintaining a positive and productive working environment.

Determines work procedures, prepares work schedules, and expedites workflow; exercises direction over electric operations and planning.

Responsible for preparing annual budget estimates for capital improvements, as well as preparing and submitting for approval the Electric Department budget, and is responsible for ensuring the proper management of the departmental budget.

Assesses the U.C.'s current position in relation to current and expected service territory growth and plans for the long-term success of the organization as it relates to Electric Operations.

Complies with and ensures all Electric Department personnel comply with applicable North American Electric Reliability Corporation (NERC) reliability standards, Federal Energy Regulatory Commission (FERC), Florida Reliability Coordinating Council (FRCC) reliability standards, and all U.C. reliability standards.

In conjunction with other staff, provides input for electric rate development.

Responds to customer complaints relating to Electric Department personnel and/or complaints resulting from Electric Department activities; escalates complaints to the Risk Manager as necessary.

Compiles and prepares reports relating to the activities and performance of the Electric Department and its subdivisions, as required by government agencies and the GM/CEO.

Works with the Risk Manager/Safety Officer providing guidance and direction in the preparation of training and safety programs for the Electric Department and its subdivisions.

In conjunction with the Engineering Director, researches, evaluates, and makes recommendations to the GM/CEO regarding the establishment of new facilities for Electric Operations.

Studies and reviews job methods, construction standards, and equipment utilization in an effort to improve efficiency and service.

Confers with government officials and industry trade associations (FMPA, FMEA, APPA), as necessary.

## **Competencies**

*To perform the job successfully, an individual should demonstrate the following competencies:*

### **Professional Knowledge**

Must demonstrate advanced knowledge and understanding of electric, substation and relay, and fleet maintenance best management practices and theories used in practice; remains current on relevant laws, legal rulings, and regulations; must possess the ability to prioritize work duties for maximum efficiency; develops and utilizes best practices; seeks process improvement through numerous resources; possesses the thorough knowledge to direct and oversee projects which require an electric and even engineering specialty; applies advanced level understanding of the organizational and business objectives of electric operations.

### **Relationship Management**

Must possess the ability to manage interactions to provide service and to support the organization; establishes credibility in all interactions; treats all employees, customers, vendors, and the like with respect and dignity; builds engaging relationships with all organizational stakeholders through trust, teamwork, and direct communication; demonstrates approachability and openness; manages internal and external relationships in ways that promote the best interests of all parties; fosters effective teambuilding among employees.

### **Consultation**

Must possess the ability to provide guidance to organizational stakeholders; applies creative problem-solving to address business needs and issues; develops consultative and coaching skills.

### **Leadership**

Must possess the ability to direct and contribute to initiatives and processes within the organization; exhibits behaviors consistent with and conforming to organizational culture; fosters collaboration; understands the most effective and efficient way to accomplish tasks within the parameters of organizational hierarchy, processes, systems, and policies; develops solutions to overcome potential obstacles to successful implementation of initiatives; demonstrates agility and expertise when leading organizational initiatives or when supporting the initiatives of others; sets the vision for Electric initiatives and builds buy-in from internal and external stakeholders; promotes consensus among organizational stakeholders (e.g., employees, business unit leaders, informal leaders) when proposing new initiatives; serves as a transformational leader for the organization by

leading change.

### **Communication**

Must possess the ability to effectively exchange information with others; provides clear, concise information to others in verbal, written, electronic, and other communication formats for public and organizational consumption; listens actively and empathetically to the views of others; delivers critical information to all stakeholders; seeks further information to clarify ambiguity; provides constructive feedback effectively; ensures effective communication throughout the organization; provides thoughtful feedback in appropriate situations; provides proactive communications; demonstrates an understanding of the audience's perspective; treats constructive feedback as a developmental opportunity; welcomes the opportunity to discuss competing points of view; helps others consider new perspectives; leads effective and efficient meetings; utilizes communication technology.

### **Cultural Effectiveness**

Must possess the ability to value and consider the perspectives and backgrounds of all parties; has a strong set of core values while operating with adaptability to particular conditions, situations, and people; maintains openness to others' ideas and makes decisions based upon experience, data, facts, and reasoned judgment; demonstrates nonjudgmental respect for other perspectives; works effectively with diverse cultures and populations; conducts business with an understanding and respect for the differences in rules, customs, laws, regulations, and business operations between own culture and all cultures; appreciates the commonalities, values, and individual uniqueness of all human beings; possesses self-awareness and humility to learn from others; adapts perspective and behavior to meet the cultural context.

### **Ethical Practice**

Must possess the ability to integrate core values, integrity, and accountability throughout all organizational and business practices; maintains confidentiality; acts with personal, professional, and behavioral integrity; responds immediately to all reports of unethical behavior or conflicts of interest; empowers all employees to report unethical behavior or conflicts of interest without fear of reprisal; shows consistency between espoused and enacted values; acknowledges mistakes; applies power or authority appropriately; recognizes personal bias and others' tendency toward bias, and takes measures to mitigate the influence of bias in business decisions; maintains appropriate levels of transparency in organizational practices; manages political and social pressures when making decisions.

### **Critical Evaluation**

Must possess the ability to interpret information to make business decisions and recommendations; makes sound decisions based on evaluation of available information; transfers knowledge and best practices from one situation to the next; applies critical thinking to information received from organizational stakeholders and evaluates what can be used for organizational success; gathers critical information; analyzes data with a keen sense for what is useful; delineates a clear set of best practices based on experience, evidence from industry literature, published peer-reviewed research, publicly available web-based sources of information, and other sources; analyzes information to identify evidence-based best practices; identifies leading indicators of outcomes; analyzes large quantities of information from research and practice.

## **Knowledge, Skills, and Abilities**

*To perform successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.*

### **Language Skills**

Ability to read, analyze, and interpret documents, such as general business periodicals, professional journals, technical procedures, and/or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, customers, contractors/vendors, and employees of the UC.

### **Mathematical Skills**

Ability to work with mathematical concepts, such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts, such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

Must possess knowledge of Milsoft Outage Management System Dispatch ®, MS Office, and GIS.

### **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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the employee is regularly required to sit. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Additionally, while performing the duties of this position, the employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions, to include extreme storm conditions; extreme cold; extreme heat; and risk of electrical shock.

### **Education and Experience**

*This position requires the following education and experience:*

Bachelor of Science in Electrical Engineering or related field **required**. A minimum of ten years of experience in electric operations with progressively advanced supervisory experience **required**, preferably in the utility industry or public/non-profit sector.

### **Certifications, Licenses, Registrations**

*This position requires the following certifications, licenses, and/or registrations:*

None.

### **Other Qualifications**

Florida Driver's License Class E **required**. Ability to work flexible hours, as required. To ensure adequate emergency response, the ability to respond to the Electric Operations facility within 40 minutes from the time he/she is called is **required**.