

CITY OF MARSHALL

JOB DESCRIPTION

JOB TITLE: Director of Electric Utilities

AFFILIATION: None

REPORTS TO: City Manager

SUMMARY

Responsible for the City of Marshall electric utility including the Electric Metering, Distribution Divisions, and Production. This is a decision-making position. Exercises judgment and sensitivity in the management and handling of industrial electric services issues with customers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA)

- Plans, organizes, and directs the programs, services, and operation of the Electric Department including the electric metering, generation and distribution departments. *
- Develops an annual budget for the Electric Department and monitors and controls expenditures and revenues throughout the year. *
- Recommends power supply contracts for capacity and energy. *
- Recommends electric service agreements for economic development purposes. *
- Monitors and recommends changes to Utility Rules and Regulation. *
- Monitors and recommends changes to Electric rates. *
- Creates department policies and procedures, and/or projects plans and schedules and ensures compliance with applicable laws. *
- Represents the City of Marshall on the Michigan South Central Power Agency, Michigan Municipal Electric Association, Michigan Public Power Association and AMP and other boards and committees. *

- Presents recommendations to City Council. *
- Receives citizens at office or responds to telephone calls in order to assist them with their questions, suggestions, or complaints. *
- Participates, as needed, in labor contract negotiations. *
- Reviews and answers union grievances; gathers facts and holds review sessions with supervisors, union representatives and/or employees to properly administer provisions of the labor contract. *
- Compiles information and reports for review by the City Manager, e.g., operating decisions, equipment purchases, union related issues. *
- Meets and confers with contractors and consultants *
- Oversees requirements and monitoring for various licenses at the powerhouse. *
- Coordinates the development of goals and objectives for the department. *
- Evaluates existing City facilities and infrastructure and assists in planning needed capital improvements. Reviews proposed improvements with the City Manager, City Council, citizen groups, government agencies and other interested parties. *

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: The job requires knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in engineering, public administration or related field, or equivalent obtained through prior work experience.

Experience: Minimum - Between five and eight years of progressively more responsible experience in related assignments. Desirable - more than eight years progressively more responsible experience. Prior experience with the operation of a municipal utility.

Other Knowledge, Skills and Abilities:

Thorough knowledge of electric distribution and substation systems is required.
Knowledge of union contract administration and procedures is required.
Excellent communication skills required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

A valid driver's license is required.

SPECIAL CONSIDERATIONS

The job periodically requires a moderate level of physical effort associated with the travel to and inspection of various job sites and department operations, e.g., walking, climbing, bending, and moving quickly to avoid hazards. Must be able to tolerate adverse weather conditions. Must be able to deal with stressful situations. Must be able to work within a confined space.

Must have normal vision with/without corrective lenses.

Date Revised: 8/31/21