



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

May 13, 2019

TITLE: ELECTRIC DIVISION MANAGER			
DEPARTMENT:	KPU	DIVISION:	Electric
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 am – 5:00 pm With evenings and weekends
GRADE / STEP:	784 / A - R	DUTIES:	See attached job description
SALARY:	\$9,251.54 - \$11,916.17 DOQ	UNION STATUS:	NO
SPECIAL REQUIREMENTS:			
<p>A Bachelor’s degree from an accredited college or university with major course work in electrical engineering or a related field; ten years of increasingly responsible electric utility experience including three years of management and administrative responsibility.</p>			

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO: Major papers in specified area: Ketchikan Daily News Special agencies/associations: Job Service
OTHER: City of Ketchikan Website; NWPPA

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

ELECTRIC DIVISION MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Electric Division including Electric Systems, Operations, and all employees responsible for the efficient operation and maintenance of the facilities necessary to produce and distribute electric energy; coordinates assigned activities with other divisions and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

The goal of Ketchikan Public Utilities is to provide quality utility services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Ketchikan, the Ketchikan Municipal Code and the citizens of Ketchikan as represented by the City Council. The Electric Division Manager administers the division's operating and capital budget, and manages staff in furtherance of the City's goals.

The Electric Division Manager ensures implementation of City Council policy and direction by planning, implementing and evaluating division activities, programs, and facilities.

The Electric Division of Ketchikan Public Utilities provides the generation, transmission, and distribution of electric energy to the industry, business and citizens of the City and Borough. The Electric Division Manager is responsible for the efficient operation and maintenance of the facilities necessary to produce and distribute this electric energy and is responsible for maintaining a level of professional expertise and image that promotes the efficient use of the resources available to the division.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Electric Division services and activities; manages the development and implementation of division goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures; establishes short and long-range goals for the division consistent with KPU mission statements; plans programs and operations to meet those goals.
2. Establishes, within KPU policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
3. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
4. Plans, directs, and coordinates, through subordinate level staff, the Electric Division's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.
6. Oversees and participates in the development and administration of the division budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Promotes division functions, programs, and activities to continually improve public knowledge, understanding, confidence, and support on behalf of the General Manager and the City Council.
8. Supervises power generation, plant utilization, and resource availability.
9. Reviews work orders, job layouts, and associated field staking and surveying.
10. Evaluates proposals and recommends contractors for goods and services.
11. Coordinates, develops, and maintains a continuing set of records for reference and analysis; participates in specification process to procure materials and equipment.
12. Administers procurement and construction contracts, and coordinates contract administration and engineering with KPU and outside consultants.
13. Provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
14. Represents the Electric Division to other divisions, elected officials, and outside agencies; coordinates assigned activities with those of other divisions and outside agencies and organizations; coordinates the Electric Division activities with other City departments, contractors, consultants and other state and local agencies and utilities.
15. Explains, justifies, and defends division programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
16. Participates on a variety of boards, commissions, and committees.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in electric utility management; incorporates new developments as appropriate.
18. Responds to and resolve difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive electric utility.

Hydroelectric and diesel power plant operations.

Advanced principles and practices of electric power generation and distribution.

Advanced principles and practices of development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, performance evaluation, and progressive discipline.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and direct a comprehensive electric utility.

Develop and administer division goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in electrical engineering or a related field.

Experience:

Ten years of increasingly responsible electric utility experience including three years of management and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Commercial Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an indoor office setting with some outdoor exposure; regular contact with the public and various governmental organizations and travel from site to site; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; subject to callout at irregular hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-84
Job Position Code: 10030
Union: No
FLSA: Exempt
Date Approved:
Date Amended: June, 2007 (*Johnson & Associates*)
Reviewed: December 2018

Human Resources Manager Approval

City Manager Approval