

ASSISTANT DIRECTOR OF ELECTRIC UTILITY- DISTRIBUTION

DEFINITION:

Under general direction, manages and directs the Distribution System Group of the Electric Utility which includes the areas of transmission/distribution engineering, service planning, power line and substation construction, electric system inspection and maintenance, drafting and related technical support, distribution system related NERC (North American Electric Reliability Corporation) compliance, system operations and division administration.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Assistant Director - Distribution include, but are not limited to, the following:

1. Prepare annual budget request for the Distribution System Division of the Electric Utility; monitor budget items to prevent cost overruns; prepare necessary management reports for the budget; prepare supplemental appropriation requests.

Measures: Ability to effectively communicate the needs of the Electric Utility Distribution System Division to City management; ability to effectively monitor assigned projects to keep them within budget constraints where possible.

2. Supervise the engineering, line construction (field operations), and service planning managers/supervisors.

Measures: Managers/supervisors are held accountable with measurable goals. Timeliness and thoroughness of reviews/evaluations; objectiveness of reviews.

3. Provide reports and data to the Electric Utility Director regarding the distribution system as required in support of the Department.

Measures: Timeliness, thoroughness, clarity, technical merit, knowledge of issues.

4. Provide for the management of the Field Operations section of the Electric Utility, including supervision of staff assigned to tree trimming, line construction, warehouse operations, and substation maintenance.

Measures: Adequate direction of staff, communication of goals and objectives; and correctly administers City personnel policies and procedures including the IBEW Memorandum of Understanding.

5. Provide for and manage the preparation of designs for substations, transmission lines, distribution lines and other Electric Utility projects. This includes assuring preparation of

appropriate contract documents and specifications for equipment and contractor services, bidding of equipment and contractor services, evaluating bids and preparing Council recommendations.

Measures: Thoroughness, timeliness and cost effectiveness of designs and specifications; ability to minimize contract change orders and prevent contractor litigation; technical merit of designs; job knowledge.

6. Maintain reliable electric utility distribution service at the lowest possible cost.

Measures: Outage rates (SAIDI/SAIFI) and distribution costs are benchmarked against industry where possible to show Redding's ranking with its peers. A corrective plan of action is implemented where cost and reliability are out of balance when compared to the industry.

7. Provide a safe working environment for the Distribution Group including a safety conscious attitude by all employees.

Measures: Benchmark safety record and achieve below-industry average for accident rates. Lessons learned from incidents are shared with all staff and plans are implemented to reduce risk of future occurrence.

8. Respond to customer complaints regarding service quality, claims, construction contract damage, easement acquisition activities, project aesthetics, pole locations, services, Service Policy, design requirements, etc.

Measures: Ability to satisfy customer, where practical, and/or prevent complaints from becoming major issues for Director/City Manager, or City Council; communication skills, job knowledge. Distribution Group's daily work operations reflect a highly productive, proactive, customer-sensitive work group.

9. Respond to system emergencies; provide necessary leadership and technical advice.

Measures: Timeliness of response; technical knowledge; ability to use sound judgement in difficult or critical situations; reliability.

10. Provide the authorization to construct (by line crew forces), all work orders prepared by service planning staff. Work orders provide the design, materials and billing requirements for providing service to new development and for reconstruction/maintenance of the electric system.

Measures: Timeliness and thoroughness of review; design should be cost efficient, technically correct, in accordance with good utility practice, applicable utility and City standards/policy.

11. Prepare memos to and/or address the City Council and/or interested groups on various engineering and field operation issues, such as Service Policy, system improvements,

annexations (PG&E acquisitions), equipment purchases, construction contracts, line crew staffing, tree trimming, utility agreements, etc.

Measures: Ability to communicate issues in a clear and concise manner.

12. Provide leadership/administrative support of Electric Utility construction contracts for transmission, substation, distribution and general engineering projects.

Measures: Ability to keep project on schedule (where possible) with minimal change orders and minimum of disputes; job knowledge; reliability.

13. Provide for and manage the development and implementation of ongoing substation preventive maintenance and testing program; equipment should be tested and maintained on a schedule consistent with electric utility standards and those of equipment manufacturers.

Measures: Ability to keep substation equipment maintained and tested in a timely manner consistent with industry and Department guidelines so as to maintain a reliable electric system.

14. Provide for and manage development of maintenance and construction standards for substation, transmission and distribution (T&D) facilities; the specification and purchase of needed T&D materials; the development and preparation of technical data and reports to government agencies, other entities, and other utilities as needed.

Measures: Thoroughness and cost effectiveness of standards; standards should address safety of operations; timeliness and thoroughness of reports; ability to be an active and effective meeting participant; job knowledge; reliability.

15. Provide for the operation, maintenance and inspection of the City's electrical transmission and distribution lines. This includes reviewing distribution system operating procedures, proposed clearances and system rearrangements.

Measures: The system is operated and maintained in a safe, efficient, and cost-effective manner. Facility inspections comply with industry standards and applicable law. Accuracy of switching tags and outage reports; operating procedures shall be in accordance with good/safe utility practice; relay protection must be adequate for system rearrangement; circuits shall not be overloaded.

16. Provide for the management of the safety, technical training, and hazardous waste disposal programs for the distribution system.

Measures: Distribution facilities, vehicles, and equipment are maintained in a safe and efficient manner. Staff is provided necessary training.

17. Provide for and manage the analysis, review and development of master plans for expansion of the City's electric system.

Measures: Ability to implement necessary system modifications or expansions in a timely, cost-efficient manner so that customers are served safely and reliably.

18. Provide for and manage preparation of requests for proposals (RFP) for consulting engineering or operating services for the distribution system; administer the consulting service contracts; evaluate the consulting firm proposals; make recommendation to City Council for contract award.

Measures: Thoroughness of RFP; thoroughness of review and evaluation of consultant's proposal; ability to organize and keep consultant on schedule and within budget constraints; thoroughness of review of consultant's completed work.

19. Provide for and manage the distribution system components of NERC (North American Electric Reliability Corporation) requirements for the electric utility.

Measures: Timeliness and thoroughness of response to all NERC required self certifications; appropriate and effective support for any audit or request for information.

20. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Electric Utility engineering and operating practices, power system planning, design of electrical power facilities (transmission lines, substations, distribution lines and power projects), system protective relaying and control, power systems analysis, utility agreements and contracts, rate analysis, electric utility operating and maintenance practices and procedures; labor relations and union contracts, safety regulations for utility work, budget preparation, working knowledge of safety practices for substations and power lines; codes and standards: NEC, NESC, NERC, GO 95, GO 128, GO 165, ANSI, IEEE, ASTM, NEMA, TITLE 8 (OSHA).

Ability to:

Interact effectively with the public and employees. Communicate effectively both orally and in writing; demonstrate highly developed skills in electric utility management, organization and supervision; demonstrate highly developed analytical and technical skills in electric utility engineering and operational analysis.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor of Science Degree in Electrical Engineering from an accredited college or university, or equivalent.

Experience:

Typical experience would include ten years of total combined relevant electric utility experience in power systems design, engineering, system operation, system maintenance and management.

Special Requirements:

Professional registration in the appropriate engineering discipline in the State of California or in another state that has reciprocity with California is highly desirable.

Possession of a valid California driver's license, or the ability to acquire one within ten days of appointment.

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REV 6/05
REV 2/09