

TITLE OF POSITION: Distribution Engineering and Operations Manager (Senior Manager)

SALARY RANGE: \$99,448.08 to \$139,932.96.

SUPERVISORY RELATIONSHIP:

This position is supervised by the General Manager. This position directly supervises the Distribution Engineering and Operations Supervisors, Fleet Specialist, and Maintenance Wireman Shop.

ESSENTIAL FUNCTIONS:

- Responsible for the planning, development, implementation, operation, fiscal accountability, administration, and maintenance to assure compliance with District policy in providing prompt and efficient service to the District's customers.
- Manages activities to assure optimum performance and a high quality of service to the District's customers consistent with the rules, regulations, practices, policies and objectives of the District.
- Participates in and represents the District in community activities to assure good relationships between the District and the communities.
- Advises the General Manager on matters affecting District policy and operations.
- Manages construction maintenance and operation of distribution facilities and other physical plant.
- Develops and manages budgets and construction programs.
- Suggests changes in District policy, practices, and labor relations for more efficient operations.
- Resolves customer complaints.
- Appraises and recommends changes in personnel, operating procedures, and customer relations.
- Must be familiar with economic and social conditions to inform systems of these and their effects on the District.
- Conducts performance appraisals of all subordinates.
- Assures that employment, promotions and development opportunities at all levels within departments will follow all applicable state and federal laws.
- Other tasks as may be assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Requires demonstrated ability to work with associates, manage subordinates, and adequately represent the District to the public.
- Requires demonstrated ability to effectively meet people and possess good oral and written communication skills.
- Requires policy leadership ability in customer relations.
- Able to organize, plan and present demonstrations and lectures before small and large audiences.
- Able to research alternative courses of action beyond prescribed guidelines in policies and procedures.
- Able to interpret charts, rates, rules, regulations, and legal documents.
- Able to determine correct or efficient courses of action.
- Able to develop management recommendations and prepare backup material to substantiate any requests for changes in procedures; and may implement changes.
- Able to foresee trouble spots in a proposal, project or program.

- Organizes people, tasks and events in a logical manner so that efficiency is maximized.
- Other tasks as may be assigned.

PHYSICAL AND MENTAL DEMANDS:

- Maintains full alertness and concentration at all times.
- Interacts well with co-workers, especially when working in stressful situations.
- Adequate vision required to operate a motor vehicle; and able to judge red, green and yellow traffic lights adequately to drive on highways.
- Able to read small print on written material and computer screen.
- Able to sit six to eight hours during the day.
- Able to manually enter data or information into data bases.
- Hears spoken conversation well while working with co-workers, customers and on the telephone.
- Speaks clearly when communicating by radio, telephone and in person.
- Able to lift 0 to 10 lbs. continuously and 50 lbs. occasionally.
- Requires twisting associated with tasks performed in the field.
- Requires cutting brush and climbing hills in rough terrain, as needed.
- Requires considerable walking, as needed, in inclement weather.
- Able to operate District vehicle for travel to work sites.

WORKING CONDITIONS:

- Well-lit, temperature-controlled office building or field work outdoors.
- Subject to outside weather/driving conditions when traveling on District business.

EXPERIENCE AND TRAINING:

- Requires a Bachelor's Degree in Engineering, Business Administration or related field; or extensive progressively responsible relevant experience, particularly in electric utility management and operations may be substituted.
- Requires at least five (5) years' experience in a related position with an electric utility and five (5) years' in supervisory capacity.

OTHER REQUIREMENTS:

- Requires a high standard of personal hygiene and grooming.
- Must possess or be able to obtain a valid Oregon driver's license.