

City of Peru

Job Description

Job Title: Electric Operations Manager

Department: Electric Department

FLSA Status: Exempt, Salary, Non-Union

Reports to: The Mayor

JOB SUMMARY: Responsible for the planning and organizing of all operations and maintenance of City-owned electric production, substations, distribution, and locally installed production assets. Oversees all administrative functions within the department and directs and supervises all Electric Department personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain, troubleshoot, operate, test and improve protective relaying for transmission and distribution lines, generators, high voltage related equipment, hydroelectric related equipment, internal combustion engine related equipment and gas turbine related equipment.
- Oversee all work performed by Electric employees and outside contractors.
- Provide supervision and support for the design and operation of the system control and data acquisition (SCADA) System.
- Perform/oversee all operations and maintenance in power substations on a weekly basis.
- Develop and maintain transmission and substation operation and maintenance procedures and schedules.
- Directs the maintenance of blueprints, drawings, plans, and specifications related to plant installation and repair of plant equipment and buildings.
- Make critical decisions on emergency situations that may exist within the Utility system.
- Evaluates Electric Department needs and formulates short and long range plans to meet needs and ensure compliance with applicable laws and regulations in all areas of responsibility.
- Prepares reports and recommendations regarding Electric Dept. matters; researches and prepares reports as directed; prepares and directs development of cost estimates, recommendations and requests for authorization and funding.
- Assist with the preparation and implementation of the Electric Department budget.
- Act as a point of contact with IMEA and IMUA regarding transmission and delivery coordination and issues.
- Oversee electric safety program and ensure compliance with Illinois Department of Labor, OSHA and any other electrical safety regulations.

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- Attends City Council and various committee meetings and interacts with various groups including but not limited to, City Council, other department heads, engineering consultants, federal, state and local governmental bodies, the public and various trades and trade associations.

REQUIRED QUALIFICATIONS AND SKILLS:

- Advanced specialty courses in technical fields applicable to electrical operations. (i.e. Electrical Engineering or related field of study)
- Minimum five years supervisory experience and ability to lead and manage a union workforce.
- Thorough knowledge of the construction, maintenance, and repair of high voltage electrical systems, including methods, materials, and tools used in the profession.
- Ability to conduct strategic and long-range planning.
- Ability to function with a high degree of independence and utilize sound professional judgement, demonstrate planning and organizational skills, establish priorities, programs, and acceptable performance levels for their functional area.
- Comprehensive knowledge and understanding of administrative principles and practices including budgeting, cost control, inventory control, purchasing, personnel and record keeping.
- Proficient in the laws and regulations related to the practice of Engineering.
- Strong communications skills, both oral and written.
- Strong leadership skills.
- Able to produce written documents that are clear, concise and grammatically correct.
- Must have valid Illinois driver's license.

The essential duties and responsibilities reflect the general details necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements inherent in the job. Other work will be assigned to utilize scheduled time fully or to meet exceptional conditions.