JOB DESCRIPTION

Electric Operations Manager

REPORTS TO: Chief Executive Officer

SUPERVISES: Construction Supervisor, Utility Technician, and Power Plant Supervisor

OBJECTIVES: To be responsive to the service requirements of all Nushagak Cooperative members by providing adequate and reliable electric, telephone and cable television services through efficient construction, operation, replacement, removal, and maintenance of utility plant in compliance with industry and regulatory standards.

RESPONSIBILITIES

1. Manage the construction operation of the telephone, cable television, and electric service divisions.

2. Responsible for the hiring, supervision, training and development of staff for Division 1(electric) that meets all areas of compliance with approved policy and procedures.

3. Manage a job training and safety program that insures compliance with the National Electric Safety Code guidelines and adherence to all additional safety rules and guidelines established by Nushagak Cooperative.

4. Assist the Chief Executive Officer in the development of short and long-term plans and budgets for the construction operation and maintenance of the electric utility systems.

5. Implement the approved plans and budgets for the construction and operation of the utility systems, including supervising contracted construction or maintenance services, with regular progress reports to the CEO.

6. Manage the purchasing, operation, and maintenance of the fleet of trucks, tools and construction equipment for Division 1(electric).
7. Manage the purchasing and inventory of utility system materials and equipment for Division 1 (electric).

8. Manage the engineering to include staking sheets and Continuous Plant Records (CPR) and construction for new service installations including the preparation of cost estimates and sign off on the necessary permits and easements after being obtained by the utility technician for Division 1 (electric).

9. Coordinate with the work of other departments to optimize teamwork and efficiency.

10. Make periodic reports on the operations of the utility systems and present testimony before various boards, commissions, and state agencies.

11. Maintain the utility system in regulatory compliance with all applicable codes and regulations paying close attention to Air Quality Permit requirements, Spill Plan requirements and all other regulatory requirements.

12. Develop and maintain a positive corporate image.

13. Performs other duties as assigned by the CEO.

POSITION REQUIREMENTS:

1. Bachelor’s degree in engineering or related field or a high school graduate with substantial postgraduate training and directly applicable experience in electrical utility systems.

2. Experience in telephone utility systems desirable.

3. Ten years of work experience, of which at least five years has been in a supervisory role directly applicable to the responsibilities of this position.

4. Must have good communication skills, both verbal and written, with above average command of the English language.

5. Must be proficient in the use of word processing and spreadsheet computer software.

6. Must have the ability to foster and maintain a team oriented work environment among all divisions of the Cooperative.

7. Meet with staff to identify and resolve problems.
PHYSICAL AND EMOTIONAL DEMANDS OF THE JOB:

This is a demanding position that requires a flexible schedule and dealing with difficult personalities and conflicts while maintaining a consistently professional and calm emotional demeanor.

Approved by: ___________________________  Date: ________________________

Mike Megli, CEO/GM

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