

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Assistant Electric Operations Manager	<b>Job Code:</b> 2742
<b>Date:</b> April 29, 2019	<b>EEO Code:</b> OA
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is a professional management position with responsibility to assist the Assistant Energy Director with the supervision and administration of the City's electrical transmission and distribution system, and to oversee department-wide safety programs.

**CLASSIFICATION STANDARDS:** The single position assigned to this classification is responsible to the Assistant Energy Director and performs all work under general direction. This work is distinguished from lower-level line employees by its enhanced administrative responsibilities.

**ESSENTIAL DUTIES:** Assist in overseeing all activities, programs, personnel, and strategies of the electric transmission and distribution division; analyze daily operations/activities of line crews, forestry crews, equipment operators, and other assigned personnel to identify and resolve areas of inefficiency and administrative and operational concerns; assess and meet the electrical needs of the community; plan, organize, and implement programs and/or schedules for system design, construction, maintenance, repair, and emergency power restoration; provide oversight on complex projects and act as technical resource to subordinate personnel; may function as a power line worker and perform field work as needed; coordinate projects between crews within the division, outside groups, and City; assist in preparing and administering a timely division budget; calculate and review project costs; oversee procurement of new equipment, including researching innovative procedures and equipment to advance the division's efficiency and ability; ensure appropriate documentation of division activities; review various work records and staff reports to ensure work is completed accurately and efficiently.

Supervise, plan, and coordinate the work of assigned staff including workload scheduling and coordinating workflow; ensure staff training is complete; identify, evaluate, and resolve personnel concerns in accordance with established policies; conduct performance evaluations; assist in making staffing decisions within the division including hiring and firing of personnel; represent Energy Department on various boards, groups, and committees; oversee and develop department-wide safety policies, procedures, and programs; observe activities and conduct field inspections on equipment, clothing, and processes to ensure safety standards are followed; identify safety training needs and recommend appropriate clothing and equipment; provide, develop, and/or coordinate specialized training for various department areas; ensure safety training records and certifications are maintained in accordance with applicable laws and regulations; coordinate the CDL program; inform supervisors of safety issues; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Electrical Engineering, Public Administration, or a related field, and three (3) years of certified journey-level experience as a Power Line Supervisor; **OR** an equivalent combination of education/training or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience.]


**License(s)/Certificate(s):** A valid, lawful Commercial Driver's License (CDL) is required. Certification as a Journey-level Power Line Worker through an accredited program such as International Brotherhood of Electrical Workers (IBEW) or Intermountain Power Superintendents Association (IPSA) is required.

**SELECTION FACTORS:** *Knowledge of:* the functions, operations, terminology, and repair duties associated with electrical power distribution systems; methods and techniques of power distribution equipment installation; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; safety policies and practices associated with a variety of electrical power functions and responsibilities; effective training methods and processes. *Skill in:* complex project management; dealing with stressful situations; observing and remembering detail; practicing trust-building behaviors. *Ability to:* drive motor vehicles and operate specialized equipment safely; recognize potential and actual dangers and determine proper courses of action; plan, organize, and direct major staff functions, projects, and operations; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the division; develop and maintain effective working relationships with the public, coworkers, and superiors; communicate effectively, both verbally and in writing; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computer, basic office machines, basic software and word processing programs, department specific software, telephone, safety clothing, climbing belt and hooks, hot line tools, line truck, bucket truck, Volt meter, Amp meter, phasing meter, underground and overhead line equipment, and various hand tools.

**PHYSICAL DEMANDS:** This work requires physical strength and agility to perform power line maintenance and repair duties as needed, including bending, stooping, carrying, stretching, heavy lifting up to 100 lbs., and climbing poles. Work is generally performed indoors and seated at desk.

**ENVIRONMENTAL FACTORS:** Work location is primarily inside with reoccurring exposure to adverse weather conditions, dangerous conditions, high noise levels, emissions, heights up to 100 feet, confined and awkward places, and hazardous materials and gases. *Note: Incumbent must reside within a 15-mile radius of primary operations facility to affect a 20-minute response time.*

  
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Department Director

4/17/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

4-29-19  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.