



CITY OF BANNING, CALIFORNIA

Electric Operations & Maintenance Manager

Job Code: 5110

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general direction, performs a variety of duties associated with managing and providing leadership, training and technical assistance to the electric crew of the City of Banning. Oversees the construction, operation and maintenance of electric systems.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Manages and provides training and technical assistance to City electric crews. Provides a safe, efficient and economical electric system for the City of Banning. Strives to provide power with minimal interruptions or outages to the citizens. Participates in office operations including schedules work activities, maintains records and files, writes work orders and requests and orders supplies, materials and/or equipment. Identifies, recommends, reviews, assesses, establishes, modifies and maintains City of Banning electrical services strategic plans. Identifies and monitors long- and short-range goals and objectives. Implements Department policies and procedures, City ordinances, codes and regulations. Serves as City representative at various technical meetings in regard to operation of distribution system.

Reviews electric plans and maps with subordinate staff. Oversees electrical calculations and solves problems. Examines metering and field operations. Monitors field maintenance with overhead and underground lines. Inspects operations involving electrical voltages and circuits. Undertakes, researches and resolves problems, accidents and or injuries.

Establishes employee and operational performance measures, goals, objectives and priorities. Evaluates work performance. Identifies and implements new employee and on-going staff training programs. Ensures the safety of subordinate staff.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of strategic planning principles.
- Knowledge of file and records management.
- Knowledge of electrical transmission, distribution and underground practices and techniques.
- Knowledge of electrical substations and protective switchgear/relays.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in drafting written staff reports.
- Skill in writing switching procedures to shift electrical load within the distribution system.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** ten (10) years of experience in electrical transmission, distribution and underground line work that includes three (3) years of management and/or supervision.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain an Apprentice Lineman Certificate and a California driver license.