



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **ELECTRIC UTILITY DIRECTOR**

### **General Statement of Duties**

Performs difficult technical and administrative work supervising the activities and personnel of the electrical transmission and distribution system department.

### **Distinguishing Features of the Class**

This employee plans, organizes and manages the work of the department, performs administrative tasks, participates in and provides guidance to field services staff engaged in the construction, maintenance, and repair of the overhead and underground electric utility lines and equipment. The employee works with a consulting engineer in designing and implementing major repairs and upgrades to the electrical system. The employee oversees all field work activities and administration including administering the peak shaving program, budget development and administration, and personnel issues. Work involves establishing priorities, assessing damage to electric circuits and planning for reconstructing them, instructing crew members on the design for repair and replacement of electric system components, and participating in the construction and repair of electric circuits and services. Work involves frequent contact with the public and requires 24/7 call-back availability. The employee is subject to work in both inside and outside environments, extreme temperatures and exposure to hazards associated with electrical line work. Work is performed under the general supervision of the Town Manager and is evaluated through periodic conferences, observation of results achieved, and review of records, and files.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Plans, organizes, directs, and participates in the work of the electrical distribution department including planning, priority setting, determining design of repair work, construction of new lines, maintenance of substations and peak shaving generators.
- Plans the work of the department including investigating customer needs, acquiring necessary equipment, materials, and supplies; investigating work needs and laying out work steps for staff including drafting of "tail gate sheets" for crews to use as instructions.
- Works with Town management and consulting engineers to develop long range and capital plans.
- Researches and recommends strategies, marketing approaches, customer service policies, extension approaches, and related issues; interprets and applies territorial assignment laws; advises consulting engineer on related issues; participates in development review for appropriate infrastructure planning and quality control.
- Coordinates electrical distribution activities with outside agencies including contractors and engineers on field projects, prepares and monitors specifications for lines and line locations.
- Oversees the use of department resources including the effective use of personnel, equipment and materials; projects budget needs; evaluates programs and investigates new efficiency methods; acquires necessary equipment, tools and materials to avoid work delays.

- Directs safety and training programs for the department and ensures proper safety precautions.
- Investigates citizen concerns and complaints and responds appropriately.
- Participates in the hiring and conducts training, coaching, and performance evaluation of department staff.
- Works on long range planning for capacity and expansion needs, organizational structure, career development, and other issues.
- Develops and manages department budget.

#### Additional Job Duties:

- Performs related duties as required.
- Attends Town Council meetings as needed and/or required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of electric distribution and transmission systems.
- Thorough knowledge of the equipment and materials used in the construction, maintenance and repair of underground and overhead electric distribution lines, substations and related equipment.
- Thorough knowledge of the occupational hazards and related safety practices involved in the work.
- Thorough knowledge of OSHA regulations especially as they relate to construction, repair and maintenance of an electric distribution system.
- Knowledge and skill in leadership, planning, performance coaching, and evaluation, communications, motivation, and delegation.
- Knowledge of the application of information technology to the work of the department.
- Knowledge of governmental budgeting, personnel, and purchasing practices.
- Considerable knowledge of electrical system operation, loading, capacity, and basic design.
- Working knowledge of personnel laws and regulations related to employment and safety.
- Skill in collaborative conflict resolution and customer contact.
- Ability to perform long and short range planning and to articulate a vision of future system design and performance to higher management levels and elected officials.
- Ability to read and interpret engineering designs, drawings, and specifications related to electrical distribution work and proper size transformers for performance and efficiency.
- Ability to prepare complex records and reports.
- Ability to plan, organize, and supervise the work of other staff including effective communication, motivation, and performance coaching.
- Ability to maintain effective working relationships with public officials, employees, contractors, utility companies, and the general public.
- Ability to communicate effectively in oral and written forms.

#### Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
- Must possess visual acuity to inspect plans, designs, and written reports; prepare figures and data; use measurement devices; and operate various equipment, and computers.

- Must possess the visual acuity to operate mobile equipment, monitor work site progress, perform skilled electrical tasks, inspect and assemble small parts.

Desirable Education and Experience:

Bachelor's degree strongly preferred with advanced level training in utility construction, construction management, project management, or related field and considerable responsible experience in an electrical distribution system, including considerable supervisory responsibility, budgeting, and planning experience; or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid Class B North Carolina Commercial Driver's License within six months of hire.

For this position, please send a letter of intent along with a resume and completed Town of Selma application, and three (3) references. Starting pay is commensurate on education and experience. This position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <http://www.selma-nc.com/Data/Sites/1/media/human-resources/employment-application-for-tos---august-2018.1.pdf>

The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to [jeakes@selma-nc.com](mailto:jeakes@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.