


Department: Power & Light	
Title: Director of Power & Light	
Status: Exempt	

Summary Objective

The purpose of this position is to direct the activities of the Electric Department.

This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops, evaluates, and negotiates the electric power purchase contract as a member of the Virginia Municipal Electric Association.
- Establishes operating policies and procedures, goals, and objectives.
- Develops and administers department training programs.
- Oversees maintenance and installation of transmission lines, distribution lines, substations, traffic signals, and related electrical facilities.
- Oversees the preparation of the department budget; reviews department operating budget, projects revenues and expenditures, and monitors expenditures.
- Represents the city in its relationship with public power customers and/or organizations.
- Plans, approves, and oversees major projects.
- Administers departmental safety programs.
- Supervises emergency situations; receives citizen inquiries and complaints and participates in public relations activities.
- Researches and recommends operational changes to the City Manager.
- Reviews and interprets state and federal regulations and legislation governing electric utility operations.
- Participates in the review of industrial and subdivision construction plans.
- Represents the city in state and national public power organizations such as FEMA, APPA & MEPAV.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- Bachelor's Degree in Electrical Engineering; or any equivalent combination of education and experience with major course work in Electrical Engineering.
- Extensive experience of progressively responsible nature in an Electric Utility Industry including considerable supervisory experience.
- This is a safety-sensitive position.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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