

City and Borough Sitka, Alaska

Class Specification

Class Title	Electric T&D System Manager
Class Code Number	4070
FLSA Designation	Exempt
Pay Grade and Range	40
Effective Date	September 2010

General Statement of Duties

Plans, designs, organizes, directs and supervises the construction, operation and maintenance of the transmission and distribution system (T&D System); including overhead and underground electric lines, distribution switching equipment, demand side management equipment, warehouse and metering; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage and direct the design, construction, operation and maintenance of the transmission and distribution system to insure reliable power. The work is performed under the direct supervision of the Electric Utility Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the General Foreman, Line Crew Foremen, Line Workers, Apprentice Line worker, Meter Technicians, and Meter Readers.. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned. In the absence of the Electric Utility Director, an employee in this class may temporarily assume full responsibility for duties of the Electric Utility Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, other utilities, contractors, consultants and the public. The principal duties of this class are performed in a variety of work environments including a general office environment, a power plant environment and an outdoor environment, which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Manages the design, construction, operation, maintenance and repair of all transmission and distribution facilities, including demand side management, metering and electric materials warehouse;
- Designs electric transmission and distribution facilities including structures for overhead and underground lines providing maintenance and coordination with the existing electric system;
- Researches construction materials and establishes standards for materials used in the electric transmission and distribution system;
- Performs system planning including electric distribution layouts for subdivisions, specifications of easements, analysis of load changes and substation usage;
- Prepares specifications and contracts for engineering and construction;
- Inspects transmission and distribution equipment including metering and warehousing for proper operation, maintenance and repair;
- Inspects and assigns maintenance on transmission and distribution facilities and equipment;
- Establishes and maintains a safety and training program for all T&D personnel.
- Supervises and schedules work of all T&D system operation and maintenance personnel.
- Compiles data and performs T&D system analysis for long-range planning and budgets;
- Prepares project cost estimates, operation and maintenance budgets and monitors expenses;
- Oversees the maintenance of sufficient inventory to supply preventive maintenance operations;
- Schedules the electrical transmission and distribution equipment for maintenance;
- Requisitions supplies and materials, maintaining accurate cost data;
- Establishes and administers safety and training programs for the T&D system;
- Supervises the preparation of routine reports and records on operations and maintenance including Federal and State reports and those of other governing bodies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the

effectiveness and efficiency of interdepartmental operations and activities;

- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the theory, principles and practices of electrical and mechanical equipment operation;
- Thorough knowledge of high voltage electrical circuits and equipment mechanisms and operations;
- Thorough knowledge of the occupational hazards of working with high and low voltage electrical equipment and necessary safety precautions;
- Thorough knowledge of the overall electrical system and its operations;
- Thorough knowledge of the switching procedures to restore power;
- Good knowledge of the operation, uses, materials, methods and equipment used in the operation and maintenance of power equipment;
- Good knowledge of computer spread sheet and word processing, database applications currently in use in the department;
- Good knowledge of the application and testing procedures of electrical test equipment;
- Skill in the maintenance, repair and operation of electrical and mechanical equipment;
- Ability to estimate the required amount of equipment and supplies necessary to maintain the electrical system;
- Ability to read and interpret electrical and mechanical blueprints and drawings;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Extensive experience in electric transmission and distribution system engineering,

operations and maintenance and comprehensive supervisory experience; Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

- Highly desired - Possession of a bachelor's degree in electrical engineering or related field with emphasis on electric power systems and at least five years of experience in electric power transmission and distribution.
- Highly desired - Possession of a license as a Professional Engineer in the state of Alaska, or meeting the experience and education requirements to become licensed as a Professional Engineer.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to hear specific equipment functioning in a noisy environment and to communicate well with other employees, contractors and the general public;
- Sufficient vision or other powers of observation, with or without correction, which permits the employee to produce a variety of reports and related materials and to observe small dials, and numeric displays;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use small tools, to operate a keyboard and produce hand-written materials and notations;
- Sufficient personal mobility and physical reflexes, which permits the employee to hike and climb mountainous terrain to inspect and work on transmission and distribution facilities in remote locations.

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