JOB POSTING

Traverse City Light & Power

Announcement No. 17-007LP July 3, 2017

OPERATIONS MANAGER

Traverse City Light & Power (TCL&P), a municipally owned electric utility in Traverse City, Michigan, is seeking qualified candidates for the position of Operations Manager. TCL&P has been providing safe and reliable electricity to the residents and businesses of Traverse City, a Northern Michigan community, for over 100 years. The utility serves approximately 12,700 customers within a service area of approximately 20 square miles.

This position reports to the Executive Director and provides overall strategic and operational direction and oversight over the operations of the utility. Responsibilities include supervising and coordinating work of assigned staff including the Line Superintendent, System Engineer, Senior Field Technician and Field Supervisor and developing and implementing programs and operations that meet utility goals and objectives. The position requires a Bachelor's degree in business administration, engineering or related field. Experience requirements include ten years of progressively responsible management experience, preferably in an operational area of a municipal, investor owned or cooperative electric utility. A detailed job description and additional minimum qualifications can be viewed at http://www.tclp.org/Page/Careers.

Competitive benefit package with salary dependent on education and experience. Residency requirement: 20-mile radius from nearest City limit within six (6) months of hire. Position is open until filled. Please submit resume, cover letter and three professional references to:

Kelli Schroeder, PHR
Manager of HR & Communications
Traverse City Light & Power
1131 Hastings Street
Traverse City, MI 49686

Or via email to kschroeder@tclp.org
EOE

TRAVERSE CITY LIGHT & POWER
JOB DESCRIPTION

OPERATIONS MANAGER

Supervised By: Executive Director
Supervises: Line Superintendent
TCL&P Engineering Department Staff
Status: Exempt

Position Summary:
Under the general direction of the Executive Director, provides overall strategic and operational direction and oversight over the operations of the utility. Supervises assigned staff including the Line Superintendent, System Engineer, Senior Field Technician and Field Supervisor, and in the absence of the Line Superintendent, System Engineer and Field Supervisor, oversees the line crews, metering, signals and the power production and generation staff.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans and coordinates work required to efficiently repair and maintain electric transmission and distribution systems. Prioritizes work, assigns staff, and coordinates work assignments of subordinates.

2. Develops and implements programs and operations that meet utility goals and objectives.

3. Creates and maintains the structure and processes necessary to manage the organization's current activities and projected growth.

4. Develops and implements procedures and controls to promote communication and adequate information flow within operations and within the organization.

5. Establishes operating procedures and processes consistent with Board policies and objectives and ensures their execution.

6. Evaluates the results of overall operations regularly and systematically, and reports these results to the Executive Director.

7. Oversees, directs and manages the Engineering Department and Line Superintendent including monitoring work output, employee performance and recommending disciplinary action, if required.

8. General oversight of the utility's Energy Waste Reduction and Key Accounts Program.

9. Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.

10. Coordinates systems and methods to implement orderly electric system modifications without service interruptions.

11. Coordinates preventive maintenance programs to ensure minimal service disruption.

12. Provides direct oversight over engineer cost estimating, budgeting and overall scheduling of overhead and underground distribution construction required to implement work plans, protection studies, line maintenance and the extension of distribution lines required to adequately serve existing and new customers.

13. Oversees the scheduling and coordination of field work between TCL&P and outside construction and/or engineering personnel with engineering functions, assists in the preparation and fulfillment of legal contracts and documents and performs necessary inspections and investigations.

14. Coordinates projects with other City Departments, customers, and outside agencies.

15. Manages the implementation of new or improved engineering standards, practices or methods.

16. Assists in developing operating and capital budgets and administers budgets throughout the fiscal year assuring conformance with fiscal goals and expense limitations.

17. Ensures that all organization activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations. Oversees records management related to the operations of TCL&P and prepares and submits required reports.

18. Prepares and administers contracted services including, but not limited to, tree trimming and line construction work, this includes managing the bid process and issuance of purchase orders as necessary.

19. Coordinates with the Manager of Telecommunications and Technology in the development, implementation, operation and maintenance of the supervisory control and data acquisition (SCADA) system and assures its utilization complies with established safety and operating procedures and assists with system administration and field installation of automation equipment.

20. Participates in short and long range system planning processes.

21. Represents the electric utility at meetings and in communications with engineers, regulatory agencies and consultants. Confers with a variety of internal and external contacts regarding operating and service issues.

22. Represents the utility by serving as a board member at the Michigan Public Power Agency meetings in the Executive Director's or Controller's absence. Makes recommendations to the Executive Director regarding decisions required for the administration of Light & Power's interests within the MPPA.

23. Keeps abreast of changes in electric distribution technology and regulations through attendance at conferences and meetings, contacts with other professionals, reading literature and participating in professional organizations.

24. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in business administration, engineering or related field. A Master's degree in business administration with experience in electric generation and/or distribution preferred.

  A combination of education and experience that provides the knowledge, skills and abilities necessary to successfully perform the duties of the position may be considered in lieu of a degree.

- Experience requirements include ten years of progressively responsible management experience, preferably in an operational area of a municipal, investor owned or cooperative electric utility.

- State of Michigan Vehicle Operator's License.

- Knowledge of National Electric Safety Codes, OSHA regulations, and/or other codes and regulations governing power, transmission, and distribution is desirable.

- Demonstrated ability to manage projects from beginning to end.

- Extensive and comprehensive leadership experience and business acumen.

- Basic understanding of construction practices, equipment and materials.

- Ability to plan, coordinate, schedule, assign, prioritize and direct the work of others, including skilled utility workers.

- Ability to develop long-term plans and programs; and to evaluate work accomplishments.

- Skilled in planning and establishing effective controls to determine if plans are being carried out.

- Ability to effectively communicate and present ideas and concepts orally and in writing and make presentations in public forum.

- Ability to critically assess situations, solve problems and work effectively under stress, within deadlines and changes in work priorities.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, manufacturers, contractors, other public utility professionals, administrators, regulators and the public.

- Ability to use office equipment such as telephone, calculator, photocopier, fax, personal computer and applicable software applications such as word processing, spreadsheet, database, and applications used in electrical system modeling and automated drafting.

- In addition to the above-mentioned requirements, this position requires the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instruction; and be physically and mentally able to perform the essential duties of their position. Regular, consistent and predictable attendance is also required.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. The employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in both an office and field setting, stand, sit, stoop, walk and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight and must frequently operate a vehicle to travel to other locations.

While performing the duties of this job, the employee is also required to work in the field to inspect work projects. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical equipment and the potential threat of electric shock. The noise level in the office work environment is usually quiet to moderate, but may become loud on project sites.

Employee Signature	Date
TCL&P HR	Date