POWER DIRECTOR

Union Non-union
FLSA Status Exempt – Salaried
Pay $140,000-$160,000
Supervises Engineering, Operations and Line Departments
Revised January 29, 2020

Jefferson County PUD is a Rural Utilities Services (RUS) borrower.

JOB SUMMARY
The Power Director will provide advice and assistance to the General Manager on all matters pertaining to the Power Division. Provide leadership and counsel to Power Division employees on matters relating to districts strategies, plans, and the general operation. Supervise staff in the Power Division, mentor employees and promote an environment supportive of learning and professional development. Foster internal communication to promote support for the Districts’ mission and good morale. Foster external relationships to promote the image and generate a positive outlook for the District.

DISTINGUISHING CHARACTERISTICS
Work is performed with considerable independence and accountability for results. Position requires initiative and innovative thinking to anticipate and predict current and future needs. Requires juggling multiple priorities, developing creative solution and ideas, excellent judgment, a commitment to ethical conduct, outstanding customer service and ability to implement best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Planning and Controls

• Develop and direct ongoing organizational plans and provide recommendations to the General Manager regarding required staffing levels, equipment, space, and other resources necessary for the Power Division to achieve its goals and objectives.
• Oversee and develop reports necessary to successfully accomplish identified goals and objectives.
• Participate in the preparation of the annual operating budget for the Power Division. Ensures that approved budget and work plan is followed. Provide input and assistance for the development of PUD annual budget strategies.
• Approve, oversee, direct, and evaluate the activities carried out by the Power Division.
• Manages employees to develop and implement organizational and operational plans. Develops and oversees plans for the development of any special projects relating to the accomplishments

Power Director
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of departmental and PUD goals, objectives. Manages the overall day-to-day activities of Power Division Employees.

- Collaborate with the General Manager and direct reports to further develop departmental PUD goals, objectives, and strategic initiatives.
- Direct an annual review for evaluation and any revision of the Power Division strategic planning processes and departmental policies.
- Manage and oversee the development of long-term planning with regard to future needs in plant, employee and material resources.
- Direct and approve the development of processes to be followed in accomplishing the goals, objectives and functions of the Power Division.

Organizing

- **Organizational Structure** – Manages ongoing studies of the Power Division’s organizational structure, and recommends any changes required and implements approved changes.
- **Training** – Supervises the development of a short and long-term training plan. Develop strategies to maintain positive morale which contributes to team spirit and enthusiasm throughout the District. Provide advice, growth plans, and assistance to enhance productivity.
- **Staffing** – Directs the development of a Power Division staffing plan. Upon approval from the General Manager proceeds with the recruitment process for vacant positions reporting directly to him/her. Final staffing selections are subject to the approval of the General Manager and within limitations of the approved budget, wage/salary plan and PUD policy.
- **Performance Appraisal** - Appraises the performance of employees reporting directly to him/her and reviews such appraisals with the General Manager. Counsels with such employees to discuss their performance and to encourage their growth and development.

Operations

- Directs others to ensure that all personnel in the Power Department understand and accept the responsibilities and authorities described in their position descriptions. Delegate such responsibilities and authorities to those reporting to him/her with full recognition that he/she retains overall accountability. Such delegations to personnel reporting him/her means that they may perform on their own initiative and without prior approval all the activities so described in their position descriptions.
SUPERVISORY RESPONSIBILITIES
Directly supervises employees in the Power Division. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibility include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; coaching and mentoring direct reports.

OTHER DUTIES
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee and should not be considered an all-inclusive list of work requirements. Duties, responsibilities and activities may change or new ones may be assigned at any time as business needs change.

QUALIFICATIONS

EDUCATION AND EXPERIENCE
Bachelor’s Degree in Engineering, Accounting or related discipline with appropriate coursework.

Ten (10) years of experience, with four (4) or more years of successful supervisory experience. Any combination of education and experience that provides the necessary knowledge, abilities and skills to perform the functions of this position may be substituted for the foregoing requirements.

PREFERRED EDUCATION AND EXPERIENCE
Professional Engineer (PE) License or Master of Business Administration (MBA) Degree

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge
• Knowledge of the electric utility industry and business operations
• Knowledge of budgeting fundamentals
• Knowledge of all applicable District, State, and Federal policies, standards and regulations pertaining to safety
• Knowledge of supervisory principles and techniques
• Knowledge of Microsoft Office applications (Word, Excel, etc.)

Abilities
• Direct, control, oversee, and appraise, the performance and outcomes expected for all department employees.
• Promote positive morale among employees and foster a culture of development and mentorship.
• Prepare reports required by the General Manager.
• Counsels subordinates on their activities and problems.
  o Interprets policies for subordinates.
  o Attend and participate in appropriate safety meetings.
  o Ensure that those reporting to him/her observe all safety rules.
  o Maintain office and assigned equipment.
  o Review current literature in his/her field and keep informed of trends, new developments, etc.
  o Attend and participate in professional and industry meetings, workshops and seminars to share and gain knowledge and information.
  o Attend and participate in meetings as a representative of the Districts as necessary or directed.
  o May serves as acting General Manager in the absence of the General Manager.
  o Furnish the General Manager with adequate periodical reports to indicate progress.
  o Accept, plan and carry out special projects as directed or approved by the General Manager.
  o Review Districts’ policies for conformity to legal requirements and present practice. Draft policies and policy revisions for review and approval by the General Manager then the Board.
  o Coordinate and assist with Cooperative's legal actions and responses to legal actions at the regulatory and judicial levels.

Skills
• Requires the ability to establish and maintain effective professional relationship with both internal and external customers.
• Requires prompt and predictable attendance in order to insure uninterrupted service to internal and external customers.
• Must have developed language skills to the point to be able to: read and understand instructions, safety rules, personnel information, technical journals, manuals, legal reports and briefs.
• Write memos, summaries, and reports.

ADDITIONAL REQUIREMENTS
Must pass a background check. Must possess or be able to obtain a valid Washington State driver’s license. A standard Monday through Friday work schedule is expected to be maintained, with additional hours as needed.
WORKING CONDITIONS AND PHYSICAL DEMANDS
Work is generally conducted in an office setting (75% inside, 25% outdoor). Mobility sufficient to travel to and work at various PUD facilities is required. Ability to lift up to twenty-five (25) pounds on a regular basis, as well as performing such activities as grasping, lifting, reaching, crouching and repetitive tasks. Work is generally indoors and includes standing, walking and sitting normal to carrying out duties as well as the operation of PC, calculator and other typical office machines. Work outdoors is required to visit water system facilities or repairs and may require walking on uneven terrain, through dense vegetation and exposure to all weather conditions. Requires visual and auditory ability necessary to perform the essential functions of the position. Manual dexterity required for keyboarding and use of mouse.

RESIDENCY REQUIREMENT
All Jefferson County Public Utility District employees are required to reside within the District’s service territory. The residency requirement must be met within 6 months of hire date.

EEO
Jefferson County PUD #1 is an equal opportunity employer, and employment opportunities will not be limited because of age, race, color, religion, gender, sexual orientation, gender identity, pregnancy, marital status, nationality, genetic information, physical or mental disability, military or veteran status or any other basis prohibited by law. Jefferson County PUD affirmatively seeks to employ and advance qualified Vietnam veterans and disabled veterans. Hiring, promotions, layoffs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement. Jefferson County PUD #1 abides by the principals of the Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) and does not unlawfully discriminate on the basis of age or disability.