



<b>CLASSIFICATION TITLE:</b> Energy Services Director	<b>JOB NUMBER:</b> 7050	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Deputy City Manager	<b>PAY GRADE:</b> 33	<b>FLSA STATUS:</b> Exempt "At-Will"

## GENERAL SUMMARY

Performs complex executive work planning, organizing, and directing the activities, operations and personnel of the Energy Services department, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Deputy City Manager ("supervisor"). Departmental supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Plans, organizes and directs the activities and operations of the Energy Services department; prepares department annual operating budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Develops and implements a utility safety program meeting electrical utility industry standards and best practices as well as conforming to City-wide safety policies.

- Plans, controls and directs the design, construction, maintenance, repair and operations of municipal communications and electronic systems, traffic control devices, fire alarms and industrial process control systems; plans, controls and directs energy efficiency and conservation programs.
- Represents the City on electrical utility matters with customers, citizens, community and public groups and other agencies and commissions, including representing the City as a member of the Energy Northwest Board of Directors.
- Develops, implements, directs and ensures compliance with departmental policies and procedures; coordinates departmental activities with other City departments; demonstrates and ensures organizational teamwork; prioritizes and controls department programs and projects.
- Responds to major electrical outages; assumes or delegates command and directs appropriate actions; advises Deputy City Manager of critical issues, decisions and actions.
- Directs and reviews research and analysis including rates, cost of service analysis and system load analysis; prepares and presents special written and oral reports to City Council, Utility Advisory Committee and other City boards and commissions; prepares and presents long-range planning activities potentially impacting utility and municipal operations.
- Facilitates, leads and/or participates in meetings and committees; represents the department and City at meetings and conferences; serves as a liaison between internal and external organizations, the general public and other agencies.
- Directs and ensures compliance with environmental regulations for the department; prepares, selects, and administers consultant contracts for design, improvements, or modification of facilities; negotiates a variety of contracts; participates and assists in negotiating agreements with labor unions.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Electrical and electronic theories.
- Scientific principals and fundamentals.
- Business and economic principals and fundamentals.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities, including regulations relating to the operation of electrical utilities, fire alarms, communications and traffic signal systems.
- Environmental regulations and compliance.

- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Public speaking techniques.
- Principles and practices of budget development and administration.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

#### Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Provide a variety of managerial direction and support to operating divisions.
- Create and recommend policies.
- Represent utility interests regionally.
- Prepare department annual operating budget.
- Plan and organize work.
- Select, train, supervise and evaluate staff.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

### **SPECIAL REQUIREMENTS**

Valid driver's license.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in electrical or electronics engineering, business administration, or related field and six (6) or more years experience in electrical utilities, including five (5) years in a senior management role, or equivalent combination of education and experience.

## COMPETENCIES

### Executive

- Manage to the future: Understands and communicates a clear vision and path to the future and takes appropriate steps to guide the organization in that direction.
- Have a global perspective: Recognizes and addresses issues that are outside departmental or municipal scope. Views issues without any preset biases or limitations. Takes information objectively, utilizing a broad framework in discussing and formulating opinions on current topics. Sees the "big picture."
- Display political and business acumen: Manages operations and initiatives with an understanding of the agendas and perspectives of others. Recognizes and balances the interests and needs of one's own group in the context of the broader organization and community. Effectively translates business terms into concepts that can be understood by the organization and the public.

### Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

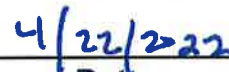
  
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Human Resources Director

  
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City Manager or Authorized Designee

  
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