

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: G20

CLASSIFICATION: Chief Utilities Systems Operator

DEPARTMENT: Public Utilities

CLASS DEFINITION: To supervise, assign, review and participate in the work of staff responsible for providing electrical transmission and distribution systems operations within the Public Utilities Department; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Operations Manager.

Exercises direct supervision over technical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing electric transmission and distribution operations, including systems dispatching and troubleshooting within the Public Utilities Department.

Establish schedules and methods for providing electric transmission and distribution services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection of electric operations staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the electric operations program budget; submit budget recommendations; monitor expenditures.

Coordinate, participate, and direct the Public Utilities emergency response plan; develop and implement priorities and procedures; participate in contingency planning for electric systems emergencies.

Participate in the development and planning of capital improvement projects; review final design plans and approve electric projects.

Participate in the development and implementation of electric systems operating procedures and training programs.

Maintain records concerning operations and programs; prepare reports on operations and activities.

Coordinate activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Electric Operations Manager; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of electric utilities systems operations; incorporate new developments as appropriate into programs.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Four years of responsible electric systems operations experience including one year of administrative and/or lead supervisory experience supplemented by completion of the twelfth grade and specialized training in electrical operations, electrical theory, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operations, services, and activities of a electric distribution systems operations program to include power dispatch, distribution, and transmission; principles and practices of electrical systems operations; electrical theory as applied to utility systems operation and control; facilities, systems, and equipment used in the generation and distribution of power; Supervisory Control and Data Acquisition System (SCADA) theory and applications; principles of supervision, training, and performance evaluation; basic principles and practices of budget preparation and administration; principles and procedures of record keeping; principles of business letter writing and basic report preparation; safety principles and practices associated with electrical transmission systems; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Coordinate and direct electrical transmission and distribution operations; supervise, organize, and review the work of assigned staff involved in electric systems operations; select, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing electrical services to Public Utilities customers; understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; prepare clear and concise reports; participate in the preparation and administration of assigned budgets; coordinate responses to electrical emergencies to expedite recovery; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; plan and organize work to meet changing priorities and deadlines; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, City officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; exposure to electrical energy; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Supervisory Management

CAREER LADDER INFORMATION: Experience in this class may meet minimum requirements for promotion to Electric Operations Manager.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3035
Former Document Number: CS1522
Created 9/1983 – Sibson
Revised 7/1986 – V. Kilmurray
Revised 9/1989 – Ralph Andersen & Associates
Revised 5/2003 – W. Jerz
Revised 2/2008 – C. Stewart
Revised 11/2009 – Johnson & Associates