



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

DATE: August 28, 2024

SPECIFICS

TITLE: GENERATION MANAGER			
DEPARTMENT:	KPU	DIVISION:	Electric
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00am – 4:30pm
GRADE /STEP:	787 / A-U	DUTIES:	See attached job description
HOURLY:	\$11,049.50 - \$14,882.07/Month DOQ	UNION STATUS:	No

SPECIAL REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with major course work in electrical engineering. At least five (5) years of increasingly responsible electrical engineering experience working in an electric utility generation facility with hydroelectric and diesel electric power systems and SCADA systems, with at least two (2) of those years with management and supervisory responsibility. Experience with warehouse operations, ordering and inventory systems; electric system preventative maintenance programs, fleet repairs; and project management is highly preferred. Possession of, or ability to obtain, a Professional Engineering License in the State of Alaska is desirable.

ADVERTISING REQUIREMENTS

WHEN: Position is Open Until Filled
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO: NWPPA; Monster.com; Power & Engineering Magazine; Anchorage Daily News; Ketchikan Daily News; and local Job Service.
OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
<https://www.ketchikan.gov/jobs>**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF KETCHIKAN

GENERATION MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the general direction of and in support of the Electric Division Manager, this senior management position oversees the Ketchikan Public Utilities (KPU) electric power generation system, the electric utility maintenance programs, and the utility warehouse and vehicle fleet operations. This position is primarily responsible for directing KPU's diesel and hydroelectric power generation system, including powerplant and dispatch operations, and implementing all preventative maintenance programs and required repairs for hydroelectric dams, turbines and penstocks, diesel generators, vehicles, and other utility equipment and facilities in order to provide safe and reliable generation, transmission, and distribution of electric energy to the citizens and businesses of the City of Ketchikan and the surrounding Borough.

REPRESENTATIVE DUTIES

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

1. Oversees and directs the Electric Division's diesel and hydroelectric power generation and dispatch operations, the Electric Division's purchasing, inventory, and warehouse functions, and the Electric Division's ongoing preventative maintenance programs including equipment repair and replacement functions covering KPU's multiple hydroelectric dams and penstocks, vehicles and equipment, and Electric Division buildings and structures, and other utility-related areas.
2. Manages an Electric Division staff with approximately 22 line and professional employees that includes hiring, training, scheduling, and regularly communicating with maintenance, mechanic, powerhouse operator, linemen, warehouse, and dispatch staff, some who work at remote sites; Assigns daily work; Reviews and evaluates staff performance and initiates improvement plans and discipline as appropriate.
3. Develops the Electric Division's operations & maintenance and capital improvement annual budgets for the Generation department; including forecasting funds needed to meet staffing, maintenance program requirements, equipment, materials, and supplies; Monitors and approves expenditures and implements adjustments.
4. Develops with other senior management the Electric Division's goals, objectives, and priorities and implements them; Effectively and timely communicates the objectives, policies, and priorities to Generation staff.
5. Develops and maintains the Electric Division section of the Safety and Health Manual and other related policies and procedures; Coordinates the Electric Division safety training.
6. Administers procurement, maintenance, and other contracts in line with the operations & maintenance and capital improvement annual budgets; Coordinates Generation projects, contract work, and outside projects within the Electric Division and with other City departments,

contractors, consultants, outside agencies, and others to ensure the successful and timely completion of the work and projects.

7. Assists Electric Division Manager as directed, which includes conducting or overseeing organizational or operational studies and investigations, and developing and maintaining designated data, records, policies, procedures, processes, and programs and modifying the same, as appropriate.
8. Monitors industry trends, developments, and best practices and recommends updates, modifications, and changes to maintenance programs, equipment repair and replacement options, and service delivery methods and procedures; Recommends modifications and upgrades to equipment and service delivery methods; Oversees installation of approved modifications and upgrades and compliance with applicable local, state, and federal laws.
9. Represents the Electric Division on a variety of boards and commissions; Participates in appropriate related professional association activities, including attending meetings.
10. Acts as the Electric Division Manager in his/her absence.
11. Performs related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Electric power systems operations and the electric utility industry.
- General operations of electric transmission and distribution systems and facilities.
- Physical characteristics of electricity as required to generate, transmit, and distribute electrical power.
- Principles, best practices, and the operation of diesel and hydroelectric power generation.
- Principles, best practices, operation, and documentation of electric utility systems maintenance programs.
- Principles, best practices, and the operation of SCADA, electric metering, and power systems engineering.
- Principles and best practices of utility procurement, inventory control and warehouse operations.
- Methods and techniques of mechanical maintenance, including fleet vehicles and utility generation, transmission, and distribution equipment.
- Principles and best practices of budget preparation and administration.
- Principles of supervision, training, performance evaluation, and progressive discipline.
- Pertinent federal, state, and local laws, codes, regulations, ordinances, and KPU policies.

Skills:

- Operate office equipment including desk, laptop computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear and concise financial and other reports.
- Prepare large budgets.

Ability to effectively:

- Troubleshoot issues occurring in electric power systems.
- Delegate, direct, coordinate and supervise the work of professional and line staff.
- Analyze problems, identify options and alternative solutions, project consequences, and implement recommendations in support of goals.
- Research, evaluate, and plan the installation of new, or the modifications to current, maintenance programs, equipment, and service delivery methods.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish effective working relationships with a wide variety of individuals.
- Present information to audiences of varied sizes.
- Work under pressure and make sound decisions with limited information.
- Maintain professionalism in stressful or high-conflict situations.

MINIMUM QUALIFICATIONS:**Education:**

- A Bachelor's degree from an accredited college or university with major course work in electrical engineering.

Experience:

- At least five (5) years of increasingly responsible electrical engineering experience working in an electric utility generation facility with hydroelectric and diesel electric power systems and SCADA systems, with at least two (2) of those years with management and supervisory responsibility.

Licenses/Certificates:

- Possession of, or ability to obtain, within 45 days of employment, a valid Alaska driver's license.

Preferred Qualifications:

- Experience with warehouse operations, ordering and inventory systems; electric system preventative maintenance programs, fleet repairs; and project management is highly preferred.
- Experience working with a represented workforce.
- Possession of, or ability to obtain, a Professional Engineering License in the State of Alaska is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands: Incumbants require sufficient mobility to perform heavy, moderate or light lifting; travel, walk, stand, or sit for prolonged periods of time; operate a computer involving repetitive hand movement, bend, stoop, kneel and crawl; and operate motorized equipment and vehicles.

Work Environment: Work is performed in an indoor and outdoor setting with regular contact with the public and various governmental organizations, and travel from site to site; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; exposure to all types of weather and temperature conditions, electrical energy, and high voltage; occasionally works in remote settings; subject to callout at irregular hours.

Travel: Travel is frequently required by car to various meetings at locations away from the KPU Electric Main Office. Some travel required for training may involve travel by car or airplane and may require an overnight stay(s). Some travel is required to remote work locations using cars, light planes, boats, and other methods of transportation, sometimes under hazardous conditions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-87
FLSA: Exempt
Date Approved: August 2024

Human Resources Manager Approval

City Manager Approval