



PUBLIC UTILITY DISTRICT NO. 1 OF  
GRAYS HARBOR COUNTY, WASHINGTON  
**Job Description**

<b>POSITION TITLE:</b>	Operations Director		
<b>PURPOSE OF POSITION:</b>	Oversee the Line, Operations, Contract Construction, System Dispatch, Safety and Environmental, and Fleet Departments to support the District's systems to deliver safe and reliable utility services to customers.		
<b>REPORTS TO:</b>	General Manager		
<b>DEPARTMENT:</b>	Operations		
<b>SUPERVISES:</b>	Line, Operations, Contract Construction, System Dispatch, Safety and Environmental, and Fleet Department Personnel		
<b>SALARY LEVEL:</b>	18	<b>FLSA:</b>	Exempt
<b>UNION AFFILIATION:</b>	None		

**DUTIES AND RESPONSIBILITIES**

**Department Management, Oversight, and Supervision**

- Manage the overall functions and operations of assigned departments. Direct the planning, development, implementation, and documentation of department operations and supervisors ensuring compliance with PUD policies and other regulatory requirements.
- Supervise both union and non-union employees. Identify and assure proper training for all employees, complete employee evaluations, and maintain employee performance records as required.
- Develop and implement strategic plan and operational goals, capital improvement projects, and annual budgets for departments.
- Direct the activities of assigned District employees; determine the need for and oversee the activities of contractors and consultants.
- Ensure the District's safety and training program needs are met by the Safety and Environmental Director. Ensure all employees maintain the training and equipment necessary for safe performance of their duties.
- Ensure compliance with EPA hazardous substance regulations, OSHA and WISHA safety regulations, and all other local, state, and federal regulatory requirements.
- Thoroughly investigate and document all violations of company policy, regulatory non-compliance, and all other misconduct within areas of responsibility.
- Oversee and coordinate the District's response to FEMA in the event of loss resulting in a Federal/State disaster declaration.

**Miscellaneous Administrative Activities**

- Assist and make recommendations for succession planning and participate in District recruitment processes.
- Provide technical assistance to other departments within the District.
- Oversee the apprenticeship program for departments.
- Participate in call duty for coordinating work outside regular work hours.
- Assist in supervision and determining staffing levels required during major outages to coordinate the District's restoration activities.
- Maintain and submit pertinent records as required.
- Serve on assigned committees and projects.
- Respond to customer questions and/or complaints regarding activities and responsibilities to the public, when appropriate.

## **QUALIFICATIONS**

### **Knowledge, Skills, and Abilities (KSAs)**

- Thorough knowledge of electric utility transmission, transformation, and distribution systems to include substations, line construction, dispatching, metering, and materials management.
- Knowledge of local, state, and federal laws and regulations impacting areas of responsibility.
- Knowledge of operating principles as they apply to line and substation construction and maintenance, relaying, metering, and materials management.
- Demonstrated ability to provide effective leadership; and manage and coordinate complex functional areas, personnel, projects, facilities, equipment, and supplies.
- Demonstrated ability to communicate effectively orally and in writing with all levels of the organization, outside agencies, contractors, commissioners, and the public.
- Ability to properly handle confidential information and material.
- Knowledge and understanding of environmental concerns and requirements associated with electrical utilities.
- Knowledge of fleet maintenance practices and principles.
- Knowledge of contract processes and administration and project management.
- Knowledge of vegetation management practices and principles.
- Knowledge of Collective Bargaining Agreements and negotiations methods.
- Must use computers and related software, as required.

### **Education and Experience**

- Ten (10) years directly related electric utility experience, including five (5) years in a leadership/supervisory capacity; or other closely related experience.

### **Preferred Qualifications**

- Journey-level Certification.
- A Bachelor's degree in construction science or engineering or related field, or equivalent education and/or experience.
- Experience in supervising union employees and interpreting and administering collective bargaining agreements.
- Experience managing utility operations functions.
- Knowledge of collective bargaining agreements and negotiation methods.

### **Other Requirements**

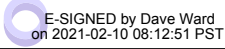

- Valid Washington State driver's license or ability to obtain, and must qualify for the District's automobile liability insurance.
- Valid First Aid/CPR card, or ability to obtain upon hire.

## **WORKING CONDITIONS**

- Work is performed in an office environment and outdoor field locations, during daylight hours and at night. Field locations expose the incumbent to varying weather conditions, including temperature extremes, various types of terrain and energized equipment.
- This position generally involves District contact outside normal business hours.
- The individual will be on call and serve as Duty Supervisor as required.
- The individual may be exposed to hazards associated with construction sites.
- Work may be performed near high voltage electrical lines and equipment.

**PHYSICAL ACTIVITIES**

- Hand-eye coordination is necessary to operate personal computers, various office equipment, machinery and various types of equipment associated with fieldwork, and motor vehicles.
- Sufficient hearing and verbal skills are needed to communicate with District personnel, contractors, consultants, and the public.
- Communication often occurs in person and via telephone, 2-way radio, email, or other computer/electronic means.
- Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.
- Individual must be able to traverse all types of terrain, including climbing over limbs and debris.
- Individual may lift boxes and other materials associated with office work, not to exceed fifteen (15) pounds (non-essential).

<b>Review and Approval of Job Description</b>			
By signing below, I agree the job duties described above accurately reflect the work performed by this position.			
Supervisor/Department Head	(Signature)	Date	
General Manager	(Signature) 	Date	February 10, 2021
		Received by Human Resources (Initial and Date)	
		 A.R.	