

# Floresville Electric Light & Power System

## Electric Operations Manager

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### Position Details

Eligible Applicants:	Open to the Public
Job Status:	Full Time
Pay Status:	Exempt
Typical Schedule:	8:00 a.m. – 4:30 p.m., Monday through Friday
Open Date:	September 5, 2023
Close Date:	Until Filled
Advertised Salary:	Salary offered commensurate with qualifications.

### Job Summary

The purpose of this position is to serve on the FELPS management team and provide support to the Chief Executive Officer. This is accomplished by overseeing the Line Design Department and the Construction Department. This includes researching methods to improve workplace efficiency & productivity; supervising supervisory and labor staff; resolving conflict and administering discipline when needed; annual budget development; and recommending policy change. Other duties include providing community support and goodwill; serving on various industry committees and boards; coordinating with city and county government entities.

This position is responsible for the Line Design function which includes analyzing residential, industrial, and commercial electrical needs and infrastructures, coordinating projects with all entities, utilizing and demonstrating a proficient knowledge of operating procedures and electronic equipment for designing and staking power distribution lines; meeting with customers to provide information.

Additionally, this position is responsible for the success of the electrical system operations, system reliability by way of system improvements, efficiency of construction, service crews and ROW crews, joint use administration, procurement of contractors, oversight of contractors, development planning and coordination.

Further duties include overseeing the FELPS Safety Program and involvement in the Emergency Operations Plan. Supplementary duties include the annual review with recommendations of the

Emergency Operations Plan, Safety Program, Distributed Generation Policy, and on-going maintenance for the Construction Standards. Oversees, AMI, Dispatch, and Additional other duties may be assigned, based on organizational need. Job may be broadened to include overseeing meter testing requirements are met, substation technology and equipment, AVL system, OMS, SCADA system, oversees housekeeping of substations and control house's, software updates to departmental software's are accomplished, customer satisfaction and complaints, service orders, dispatch protocols

The Operations Coordinator, Safety Officer and Line Design Team report to this position.

### **Essential Functions**

- Managing daily operations by overseeing FELPS line design, safety and the operations group; providing customer service; and giving direction in accordance with FELPS policies. Updates Projects within UPN for FELPS and contract crews.
- Working with Human Resources ensuring both direct and indirect reporting is compliant with FLSA, EEOC, HIPAA, etc. rules; Evaluating, disciplining and resolving conflict between staff when needed.
- exploring and implementing most efficient organizational structures; and make recommendations for best practice policies and procedures.
- Oversees system improvements and reliability, attending continuing education courses and conferences. Coordinates and schedules construction jobs by reviewing work sketches; assigning sketches to crew leaders.
- Manages finances by coordinating with CFO and other FELPS staff; providing constant monitoring of purchases and other expenditures; attending appropriate training courses; making recommendations to FELPS CEO; authorizing expenditures up to \$5,000; and approving requisitions for purchase orders. Reviews larger projects designed by line design department and meets with large potential customers to work out the details for the electric construction.
- Directing external relations by offering community support to cities in FELPS service territory; communicating regularly with neighboring utilities; serving on various industry boards and committees; and making presentations and attending meetings for local, area, and county governing bodies. Reviews substation events, power factor and recommends changes. Deals with customer complaints and customer claims to FELPS insurance company. Oversees the distributed generation installation within FELPS service territory. Recommends budget request and changes to CEO.

### **Minimum Preferred Qualifications**

- Bachelor's degree in related field, work experience may be substituted with acceptable documentation.
- Over fifteen years in electrical distribution utility industry with progression of assignments including supervisory, management and leadership positions.

- Computer skills to include Microsoft Office suite, electric line design/GIS software, AMI, OMS & SCADA systems, relay and regulator programming, meter programs, staking software and inventory software.
- Planning and organizational skills
- Effective oral and written communication skills
- Demonstrated effective decision making and problem-solving skills
- Ability to maintain composure and commitment to work during periods of heavy workload and willing to work extra hours whenever needed.
- Knowledge of the National Electric Safety Code and National Electric Code.
- Ability to work alone and respond to customer request in a timely manner.
- Valid Texas driver's license is required

### **Physical Demands and Working Conditions**

The employee will be required to work both in an outdoor and office setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting up to 50 pounds, fine dexterity, foot controls (driving), vision, hearing, and talking. Working conditions may involve extended time in variable or adverse weather conditions as well as exposure to vehicle traffic, general construction hazards, heavy equipment, and rough terrain. Post job offer physical, driving record, background check and drug screen required.