



## JOB DESCRIPTION

Title: **ASSISTANT GENERAL MANAGER**  
Department: Power  
Class Code: 1875  
FLSA Status: Exempt  
Effective Date: July 1, 1987 (Rev. 07/2008)  
Grade Number: 32

### GENERAL PURPOSE

Under broad supervision of the General Manager, performs managerial work to assist in the administration and coordination of all activities in the Murray City Power Department.

### EXAMPLE OF DUTIES

- \*-- Serves in the stead of the General Manager in his absence.
- \*-- Supervises the administration section of the department, including staff and functions of energy efficiency, materials/inventory, marketing, key accounts, facilities, computers, the Central Control Center and various office operations.
- Assists in forecasting power system load requirements.
- Administers the procurement and/or sale of hourly power supply needs and surpluses, respectively, on the UAMPS Power Exchange, in combination with the cost effective operation of the Department's generating facilities.
- \*-- Performs regular reviews of revenue requirements and performs related rate analyses based on "Cost of Service" techniques.
- \*-- Assists in annual budgetary preparations; researches budget needs; compiles budget data; negotiates budget terms; and reviews budget on regular basis.
- \*-- Assists in development of construction and maintenance specifications and schedules, including capital improvement and O&M projects for Power Department facilities.
- \*-- Enforces all city and department rules and policies, and in particular, all applicable city, state and federal safety rules and regulations.
- Has responsibility of directing operations of construction and maintenance as assigned.

- \*-- Assists in overseeing and providing management review and preparation of financing documents such as bond resolutions and management and technical reports.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduated from a college or university with a Bachelor's Degree in electrical engineering, public administration or business, and at least four (4) years of electric utility-related experience, two (2) years of which must have been in a managerial capacity, or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver license.

### Necessary Knowledge, Skills and Abilities

- Knowledge of utility operations; knowledge of power and electrical systems in general; knowledge of available alternatives of power resources; knowledge of underground and overhead distribution circuits; knowledge of contract writing and design; knowledge of electrical systems, design and analysis.
- Skill in planning, supervision, staffing and directing.
- Skill in use of PC, particularly in design and use of spreadsheets (Quattro Pro, Excel), word processing (WordPerfect, Word) and Internet use.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees, the public, other departments and outside agencies; ability to administer complex multi-function electric utility organization with a multitude of engineering, office, construction and field O&M functions.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
  
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.