



Department:	Electric
Supervisor:	Borough Manager
Prior Revision Date:	New Job Description January, 2018
Last Revision Date:	7.18.2025
Revision Made By:	KH and Admin
Revision Reviewed & Approved by:	
Employment Status:	Department Head
Date Provided to Bargaining Unit	n/a

Job Description

POWER AND LIGHT DIRECTOR

Definition

Plans, directs, and coordinates the activities of the Electric Utility Department, including all regulatory, construction, operations, personnel, and maintenance activities relating to the generation and distribution of electricity.

Supervision Received

The Director reports to and takes direction from the Borough Manager.

Supervision Exercised

Manages the performance of all employees in the Electric Department.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Responsible for the overall administration of all electric utility projects and facilities. This includes project funding/budgeting, documentation and compliance with the appropriate Borough policies, ordinances, and procedures.

Makes overall department personnel decisions regarding training, hiring, firing, discipline, promotion recommendations and performance appraisal.

Coordinates where needed with electric utility operation and maintenance consultants, federal and state officials, Southeast Alaska Power Agency (SEAPA) staff, inter-connected municipal utility managers, and State of Alaska agencies.

Provides information, advice, and assistance to businesses, contractors, and citizens regarding service costs, availability, and electric utility plans.

Provides for the approval of local electrical permits and inspection of electrical installations that fall under the Borough's authority, either personally or by delegation of utility staff members.

Prepares and manages the capital, operations, and maintenance budgets with input from appropriate staff.

Works with any required resources to provide necessary guidance for design of future electric utility needs.

Presents electric utility requests, problems, and plans to the Borough Manager and Assembly.

Acts as the utility's Chief Dam Safety Coordinator and is responsible for all safety aspects at the Crystal Lake Dam and Blind Slough Hydroelectric project. Ensures that all requirements of the Borough's Federal Energy Regulatory Commission (FERC) license for the Blind Slough Hydroelectric project are met at all times.

Meets with various borough departments regarding projects, operating policies, and employee and public relations.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to this position is distinguished from the work assigned to other positions in the electric department by the elements of responsibility for overall department administration and coordination of activities between all areas of the department.

Working Conditions

Incumbent performs approximately 90% of duties in a seated position in an office environment. Minimal exposure to high voltage and electrical switchgear equipment could result in physical injury. . May be required to travel via helicopter, float plane or by foot to the Crystal Lake Dam for emergency, regulatory or operational inspections.

Qualifications

Must have current Alaska Driver's License.

7-10 years of staff supervision and leadership experience for a minimum of 6-10 employees.

Experience as a manager or supervisor in a public electric utility environment in a decision-making role.

Any combination of experience and education which provides the applicant with the following attributes:

Knowledge of various public electric utility operations, including experience with operational planning and budgeting, development of capital improvement plans, and rate setting in a municipal environment.

Knowledge of OSHA safety standards that apply to municipal utility operations and ability to implement and enforce applicable safety regulations.

Knowledge of energy efficiency programs; their development, implementation, and management.

Knowledge of performance management and cost savings efforts.

5-10 years of experience in a decision-making role for standard human resources practices; including hiring, terminations, and conflict resolution in a municipal organized labor environment.

Must possess excellent verbal and written communication skills.

Knowledge of NEC, NESC and NFPA codes as they apply to electric utility operations and safety is desired.

Knowledge of electrical metering applications and demand side management is desired.

Knowledge of Geographical Information System (GIS) software and its application in a utility setting is desired.

Ability to establish and maintain effective working relationships with fellow employees, the public, and outside agencies; work cooperatively with supervisors and actively display willingness to assist co-workers, peers and subordinates.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Date

Supervisor

Date