

HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TRANSMISSION AND DISTRIBUTION DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this exempt position is to perform administrative and technical work at the Director's level to design, construct, maintain, and operate the electrical transmission and distribution system from the bulk power supply to the customer's service connection. Oversees the maintenance and repair of the vehicle and equipment fleet. Provides guidance and direction to assigned subordinates. Work is performed under the guidance and direction of the General Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Advises the General Manager on all matters relevant to the Transmission and Distribution Department.
- Participates in long range, short range, and strategic planning; develops and updates the Department's mission and vision.
- Performs administrative and technical work at the Director's level overseeing the work of subordinate staff; instructs, assigns, and reviews work of subordinate staff; maintains high standards through the appropriate coordination of activities; reviews and assists in new employee selection; and evaluates performance of assigned staff.
- Designs, constructs, maintains, and operates the electrical transmission and distribution system from the bulk power supply to the customer's service connection; supervises and coordinates the activities of contractors and contracted projects. May create, review and approve switching orders.
- Prepares, plans, manages, and controls the annual Department budget; coordinates with T&D Manager on Department budgets; performs mathematical calculations; develops financial and cost analyses and forecasts; and compiles data and statistics.
- Oversees the maintenance and repair of the HMP&L fleet; reviews vehicle maintenance reports.
- Performs related administrative tasks; purchases transmission and distribution materials; approves departmental purchases; prepares and evaluates specifications for bid items and services; monitors System Control and Data Acquisition for proper operations.
- Oversees and maintains permanent oil disposal files; reviews oil test reports for compliance with Environmental Protection Agency compliance; coordinates activities in the event of an oil spill.
- Reviews and interprets electrical drawings, planning drawings, blueprints, and related visual documents.
- Coordinates storm restoration.
- Participates in emergency drills and exercises.
- Drives an HMP&L vehicle to and from various worksites.
- Maintains good attendance and punctuality.
- Ensures conformity with standards set by the North American Electric Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC). Assists the Reliability Compliance Manager.

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- Adheres to and enforces all company safety rules and regulations.

ADDITIONAL FUNCTIONS

- Performs other related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Electrical Engineering with a minimum of ten years previous experience in electric transmission and distribution system management at a public or private electrical utility or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requirements include: residency in Henderson County or relocation to Henderson County within an agreed upon time period and a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and theorize concerning data involving modification of existing policies, strategies, and methods to meet unique or unusual conditions within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a Director capacity for a department or organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical calculations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to potentially adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, high voltage electric currents, and toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the Employer (Henderson Municipal Power & Light) at the discretion of the Employer, or as the needs of

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the Employer and requirements of the job change. The Employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.