



City of Milford Electric Director Pay Grade: 13

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Ten (10) years' experience as a Line Technician (Lineman) with at least five (5) years' experience as a Line Technician, 1st Class, and supervisor; NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, and ICS-400 training; FEMA IS-700, FEMA IS-800 training. A comparable amount of education, training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is preferred. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. May be subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: Associate or Bachelor Degree in Electrical Engineering, Business Management, or a related field

Direct Supervisor: City Manager

Supervisory Responsibility: Supervises the City's Electric Division.

Primary Work Location: In/around/out of the city, with reporting and meetings, at the Public Works facility.

Job Summary: The Electric Director is responsible for overseeing the operation and maintenance of the City's electrical system, including responding to trouble calls, installing new aerial and underground lines, and performing maintenance on existing lines. This role also includes managing the installation and maintenance of the fiber optic system, as well as the operation and coordination of the City's traffic lights. The Electric Division Manager is responsible for operating the SCADA system for both the electric and water systems and ensuring the lighting for public sports fields, fairs, Christmas displays, and the public works complex is maintained. In addition, the Electric Division Manager supervises staff, establishes long-term plans, develops policies and procedures, manages division activities and events, prepares budgets, and reports on division performance to senior management.

The Electric Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Electric Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Policy & Program Development:** Develops and implements policies and programs for the Electric Division.
- **Electric System Design:** Oversees the design of the electric distribution system for new and proposed residential and commercial developments.
- **Rate & Regulation Design:** Assists in designing electric rates, rules, and regulations.
- **Developer Engagement:** Meets with developers during preconstruction and progress meetings to evaluate field issues on site.
- **System Mapping:** Keeps system maps up to date.
- **Budget & Capital Planning:** Oversees preparation of the annual operating budget request and capital improvement and equipment budget planning.



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- **Employee Performance Management:** Conducts employee evaluations, recommends promotions, and addresses employee issues and discipline.
 - **Staff Recruitment & Training:** Interviews candidates, recommends hiring decisions, and oversees training and development to ensure compliance with City and Division policies.
 - **Customer Service:** Provides customer service in addressing customer complaints.
 - **Loam Management Oversight:** Oversees maintenance, operations, and improvements to the Division's Loam Management system.
 - **System Operations Planning:** Assists in developing short- and long-term plans for operating and maintaining the electric distribution system, recommending system upgrades.
 - **Vegetation Management:** Oversees the vegetation removal program.
 - **System Implementation:** Implements approved plans and budgets for the operation and maintenance of the electric transmission and distribution system, including substations.
 - **Procurement & Contract Management:** Manages and approves the purchasing and inventory of materials and equipment in accordance with City policies; oversees bidding, requisitions, purchase orders, and contract administration.
 - **Operational Procedures & Safety:** Develops operational procedures to leverage equipment and technology for improved productivity, customer service, safety, and staff accessibility; promotes a safe work environment following Federal, State, OSHA, and NESC guidelines.
 - **Contractor Coordination & Reliability Analysis:** Oversees on-site meetings with contractors for new services, upgrades, and maintenance; analyzes outage reports to identify reliability issues and implements improvements.
 - **Environmental Reporting:** Oversees and approves the preparation of environmental reports such as SARA, the Annual PCB Report, and the Oil Management Program.
 - **Interdepartmental Coordination:** Collaborates with other Divisions and City Departments to coordinate work and programs.
 - **Emergency & After-Hours Support:** Assists with after-hours duties—including on-call support, special events, and weather-related emergencies.
 - **Professional Development & Representation:** Attends meetings, courses, and seminars to facilitate training and stay current with industry standards; participates in supervisory staff meetings, strategic planning, developer meetings, and other forums as a representative of the Electric Division.
 - **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Considerable experience in electrical distribution theory and practice.
- Understands SCADA systems theory and operation.
- Contemporary principles and practices for electric division operations and service delivery, including leadership ability and strategic planning.
- Electric operations including budget planning/development and monitoring practices.
- Local government practices and procedures including public administration and personnel management (such as employee supervision, training, and performance evaluation) as well as public sector procurement procedures.
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and the various safety practices.
- Principles and processes necessary to accomplish organizational change in a highly traditional work environment.
- Emergency management principles and practices.



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- Federal, state, and local laws, codes, regulations, and standards governing the delivery of public works department services.

Skills

- Communicates effectively and tactfully with fellow employees and the public.
- Able to efficiently and safely complete work in a timely fashion.
- Thorough knowledge and ability to use Microsoft Office, AutoCAD, SCADA, and Load Management software.

Abilities

- Supervises, trains, and develops employees effectively.
- Plans, organizes, directs, and coordinates electric division operations, and motivates organizational divisions to meet departmental objectives, which are consistent with the general goals of the total organization and its various operations.
- Leads by example demonstrating a high degree of honesty, integrity, and professionalism, with a commitment to excellent service.
- Defines problem areas; directs the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative public works problems.
- Coordinates and initiates actions, implement decisions and recommendations.
- Interprets complex regulations, laws, and guidelines.
- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials, representatives of private/public entities in the community or other agencies, as well as citizen groups and individuals.
- Performs research, analyze findings, prepare reports and recommendations on electric division issues.
- Prepares and administers division budgets.
- Communicates effectively through oral presentations, written reports, and discussions with executive level staff, and other Federal, State, and local agencies, departments, groups, and individuals.
- Maintains composure and work effectively under conditions of high stress due to emergency situations and deadlines.
- Performs duties and responsibilities in a manner which reflects professional judgment, appearance, and in conformance with high ethical standards and integrity.
- Coordinates complex, inter-departmental programs and procedures.
- Investigates, analyzes, and effectively resolves problems and conflicts.
- Multi-tasks and performs with evolving priorities.
- Maintains confidentiality and handle sensitive issues with discretion and sound judgment.
- Communicates and demonstrates support and stewardship for the City's mission, vision, and values.
- Occupational hazards and safety precautions of electric distribution systems, public administration, management practices and methods regarding the operation of a municipal utility.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

City Manager _____

Employee _____

Human Resources Director _____