



Chief Operations Officer

Team/Division:	Operations	Reports To:	General Manager
Job Status:	Full – Time	Work Schedule:	Business Hours
Pay Status:	Hourly	FLSA Status:	Exempt
Pay Grade:	21	Created/Updated:	September 2021

Job Summary

Incumbents direct, coordinate, and manage the activities and operations of the distribution and transmission facilities within the Electric teams. Responsibilities may include establishing business strategies; coordinating cross-functional projects and programs; establishing and monitoring budgets; allocating resources across activities of all lower level positions of all Operations. Responsibilities also include upholding and enforcing the highest of safety standards as set forth per the American Public Power Association (APPA) Safety Manual and any other safety policies, rules and regulations.

Essential Duties and Responsibilities

- Direct and oversees staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations and actions.
- Establishes strategy and direction for the day-to-day operations within the areas of Operations, which includes developing, coordinating, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans and system studies; participating in the development of goals and objectives; and, monitoring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Working with Systems Engineer to Plan and Coordinates electrical system modification and repair activities, which includes establishing short term goals and internal procedures; responding to power outages; restoring power; prioritizing projects; and reviewing and coordinating work plans.
- Prepares and administers departmental and project budgets; forecasts staffing, equipment, and material expenses for budget planning; monitors expenditures and adjusts budget items as necessary.
- Plans and evaluates short and long-term goals, programs and projects
- Prepares a variety of operational records and reports; Presenting information as needed to provide a thorough, yet clear, understanding of material at hand for a variety of audiences
- Reviews and analyzes reports and information; develops and implements new and revised policies and procedures; Prepares a variety of operational records and reports; Presenting information as needed to provide a thorough, yet clear, understanding of material at hand for a variety of audiences





- Performs other duties as assigned of a similar nature or to provide assistance as needed & remains on call as needed to provide support, supervision to system 24-hour standby as needed.

Qualifications

Education:	Bachelor's Degree Preferred
Experience:	<ul style="list-style-type: none"> • 10+ Years' Experience of progressively responsible related experience, preferable in an electric utility • Min 2 years Supervisory Experience, 5 years preferred
Certifications & Licenses:	<ul style="list-style-type: none"> • Driver's License / CPR/AED or ability to obtain upon hire
Other Requirements:	Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job also considered

Knowledge, Skills and Abilities

- Knowledgeable of and Skilled in Leadership Principles
- Knowledgeable of and Skilled in Budgeting principles and practices
- Skilled in Leading, Coaching and Managerial principles, monitoring and evaluating employees, prioritizing and assigning work
- Skilled in Managing Comprehensive Programs, Initiatives, Policies and Operations
- Skilled in Maintaining confidentiality
- Knowledgeable of Occupational hazards and Safety Regulations associated with electrical transmission and distribution
- Knowledgeable of and skilled in the ability to strategically plan long range projects and projections while managing Actionable items to accomplish goals
- Knowledgeable of CDE Lightband electrical systems, operations and emergency situations
- Knowledgeable of and Skilled in construction tools and methods used for Electric transmission and distribution line construction and maintenance
- Knowledge of and Skilled in Electric utility operating methods
- Knowledgeable of Manpower, equipment, and material management and utilization principles
- Knowledgeable of and Skilled in Customer Service practices and principles
- Knowledgeable of and Skilled in Public Speaking and Presentation Skills and related software
- Knowledgeable of applicable Federal, State, and local laws, rules and regulations
- Skilled in preparing and monitoring a budget
- Skilled in Prioritizing and Assigning Work
- Skilled in Basic Computer and related software applications
- Skilled in Planning, Designing, and overseeing the construction and installation of electric & fiber utility systems and facilities
- Skilled in Coordinating assignments and Remaining calm and professional in emergency situations
- Skilled in Organizing and presenting data, preparing operational records and reports.
- Ability to accept responsibility and account for his/her actions.





- Ability to work independently and individually
- Ability to communicate clearly and concisely both written and through the spoken word.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Ability to pay attention to the minute details of a project or task
- Ability to identify and correct conditions that affect employee safety
- Ability to utilize the available time to organize and complete work within given deadlines.
- Ability to allocate authority and/or task responsibility to appropriate people.
- Ability to find a solution for or to deal proactively with work-related problems.
- Ability to influence others to perform their jobs effectively and to be responsible for making decisions

Physical Demands

Fingering (fine dexterity)	F	Lifting/Carrying		Other:	
Handling (grasping, holding)	F	Under 10 lbs	F	Use of headset	N
Repetitive Motion	F	11-20 lbs	O	Ability to identify colors independent of another	C
Reaching	C	21-50 lbs	R		
Climb	F	51-100 lbs	R		
Crawl	F	Over 100 lbs	N	Extended Periods of Sitting	F
Kneel	F	Pushing/Pulling			
Squat	F	Under 10 lbs	F	Speaking Clearly to be understood on the telephone & hearing a response	F
Sit	C	11-20 lbs	O		
Stand	F	21-50 lbs	R		
Bend	F	51-100 lbs	R	Ability to climb ladders at extended heights	R
Walk	C	Over 100 lbs	N		

Legend:

N = Never; R = Rarely; O = Occasional (1% - 33%); F = Frequent (34% - 66%); C = Constant (over 66%)

Working Conditions

- Indoor & Outdoor working position, requiring incumbents to travel from office to worksite via company vehicle.
- Requires constant indoor and outdoor work with potential for extreme outdoor temperatures
- Potential to work outside normal working hours on occasion
- Incumbents may be subjected to moving mechanical parts, electrical currents, dusts, poor ventilation, intense noises, environmental disturbances, workspace restrictions, working from extended heights and travel.





Additional Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on business needs of the department.

All employees in pursuit of their job duties should demonstrate the behaviors of the Code of Ethics and the CDE Lightband Mission & Vision.

