

Operations Manager

The City of Rensselaer Indiana has an immediate opening for an Operations Manager for its Electric Utility.

Rensselaer Utilities currently has an opening for an Operations Manager. The position is responsible for directing all day-to-day operations activities, requiring strong leadership skills and the ability to develop and implement successful management strategies.

Responsibilities:

- Oversee the power production, construction, maintenance and repair of Rensselaer's Electric Utility power plant, power lines, substations and street/security lighting.
- Develop, submit and maintain annual budget including ten year capital improvements plan (10CIP) and staffing requirements to Mayor.
- Drive the operations of the electric utility using the 10CIP as the guide.
- Maintain relationship with department engineer and or engineering firm in order support the needs of the electric utility.
- Provide direct oversight over engineering cost estimating, budgeting and overall scheduling of overhead and underground distribution lines required to adequately serve existing and new customers.
- Assists in the preparation and fulfillment of legal contracts and documents and performs necessary inspections and investigations.
- Ensure all construction data is properly recorded in paper and electronic formats.
- Manage purchase requisitions and inventory for department materials and equipment.
- Develop equipment and vehicle specifications and requirements.
- Manage the implementation of the work order system for all capital, repair and maintenance projects.
- Responsible for the reporting and documenting all necessary and pertinent information required by the Indiana Municipal Power Agency.
- Responsible for all reports including but not limited to:
 - Monthly IMPA generation report
 - IDEM and EPA reports
 - Yearly Department of Energy reports (EIA)
 - Yearly line loss report
- Responsible for enforcing all local, state and federal laws regarding such items as electric line construction, generation stack emissions, hazardous and OSHA laws.
- Develop and maintain close relationships with industrial customers.
- Responds to customer issues or complaints.
- Reviews large power customer billing prior to invoicing customers.
- Assists large power, commercial and residential customers with questions and concerns.
- Oversee the Work Order Management System

- Oversee the day to day work schedules by coordinating with the Superintendents, Lead Foremen, and Supervisors to ensure work is being completed on schedule and in a safe manner.
- Ensure personnel are properly trained through continuing education and seminars.
- Discipline personnel as necessary according to Rensselaer's Policies and Procedures.
- Monitors and enforces all safety rules and regulations to insure the safety of all employees.
- Responsible for attendance of regularly scheduled council, staff and superintendent meetings or any meeting deemed necessary by the Mayor or City Council.
- Approve overtime, payroll and on-call schedules.
- Establishes and maintains successful working relationship with the public, employees and elected officials.
- Carries out employee performance reviews and recommends pay adjustments, promotions etc.

Qualifications Required:

- Strong managerial skills including interpersonal skills showing the ability to work with wide range personalities inside and outside the organization.
- Thorough understanding of electrical tariffs, contracts and billing procedures.
- Familiarity with principles and practices of power line construction, maintenance and substations.
- Proficient knowledge, application and use of basic computer software(s).
- Excellent ability to make informed immediate decisions in an emergency of highly stressful situations and willingness to work overtime in those emergency situations.
- Proficient knowledge of environmental regulations and the requirements involved with reporting.
- Ability to co-ordinate and dispatch staff during emergency situations such as major power outages due to storms, etc.
- Familiarity of the RUS standards and APPA Safety Manual as adopted by the Electric Utility.

Education/Experience Requirements:

- Bachelor's degree Operations Management or related field preferred.
- Ten years of progressive experience in electric utility operations/engineering, including two to four years of supervisory experience required.
- Combination of like education and experience may be considered.
- Understanding of Natural Gas Utilities is a plus.

Compensation:

Completed applications, a resume and cover letter with salary history should be submitted to the attention of the honorable Stephen A. Wood, Mayor, City of Rensselaer, Indiana:

mayorwood@cityofrensselaerin.com