

JOB OPENING

City of Auburn

Electric Utility Superintendent (Department Head)

Auburn Electric Department

The City of Auburn Electric Department is seeking a well-rounded, hard-working, self-motivated leader to manage our team as the full time Superintendent (Department Head). This position manages and oversees department field, customer service, technical, and administrative operations and supervises staff responsible for the delivery, maintenance, and service of electricity to customers, coordinating long-term and strategic planning for the growth and overall sustainability of the Department. The ideal candidate should have a strong leadership and management experience, excellent problem-solving skills, be motivated to serve others, and enjoy working in a fast-paced environment. This position is appointed by the Mayor and reports directly to the Mayor.

Essential Duties/Skills/Responsibilities

- Manages the overall operations of the Electric Department.
- Responsible for preparation of capital and operating budgets and long-term financial planning.
- Prepares, documents, and presents code and ordinance changes, utility rates, fees, and other utility business policies and practices to internal and external stakeholders to ensure objectives are met.
- Initiate and conduct studies to forecast future utility needs, including facility and capital expenditure and use studies to support recommendations.
- Ensures operations are in compliance with all city ordinances/policies and applicable Federal, State, Municipal statutes, guidelines, rules regulations and public utility principles/practices.
- Represents the City's interests in overseeing and evaluating consultant recommendations and monitor work performed by outside firms.
- Executes leadership, oversight, and supervision responsibilities over Electric Department leadership and staff.
- Creates and oversees customer policies, customer service programs and outreach communications.
- Leads and manages business process improvements.
- Creates a culture of accountability and excellence, providing motivation and performance feedback, recognizing contributions, and encouraging staff training and development.
- Recruits, selects and supervises employees within the Department.
- Attends meetings as needed and responds to questions and complaints from the public.
- Requires a person of high integrity with excellent communication and interpersonal skills with a proven track record of leadership.
- Follows all City of Auburn policies and procedures in addition to all local, state, and federal standards, regulations, and safety rules.
- Works safely in a team environment.

Qualifications

- Knowledge of all aspects of electric utility.
- Proven Knowledge in planning, operations, construction practices used in design, engineering and construction of electric distribution systems.
- Knowledge of utility rate development and application.
- Familiar with Federal, state, and local laws, codes, and regulations including laws and regulations related to electric utility systems.
- Knowledge of municipal financial planning, budgeting, and management.

- Proven experience in developing and leading teams of people, setting goals and objectives, work organization, delegation and employee supervision.
- Possess and apply strategic thinking skills, including having the ability to clearly define objectives, generate an action plan, define necessary resources, effectively anticipate change, brainstorm, troubleshoot and generate solutions.
- Possess exceptional written and verbal communication skills, including active listening skills, conflict resolution, seeking clarification as needed, building relationships and where possible creating “win-win” outcomes using positive reinforcement and diplomacy.
- Capable of being coached, open to feedback, and engaged in continuous improvement as it relates to knowledge, skills and abilities associated with this position and as an employee of the department.
- Effective time management skills.
- Bachelor's Degree in Engineering or Business administration, or related field.
- Ten (10) years responsible experience in electric utility systems.
- Six (6) years in a management supervisory capacity.
- A combination of equivalent education and experience likely to provide the required knowledge, skills and abilities may be considered.
- Must possess a valid Indiana Driver's License and acceptable driving record.

Benefits

- Paid vacation, personal days and holiday pay, health insurance, life insurance, flexible spending accounts, and City paid PERF annuity and retirement.
- Salary range: \$95,000 - \$120,000, depending upon training and experience.

Interested candidates can apply in person at City Hall at 210 E Ninth St., Auburn, IN 46706; or through our website www.ci.auburn.in.us/careers, resumes and applications can be emailed to humanresources@ci.auburn.in.us

Application Deadline: May 15, 2022

EOE / Drug Free Workplace / E-Verify