

CLASS SPECIFICATION
Electric Utility Program Coordinator
(Public Works/Electrical Division)

GENERAL PURPOSE

Under the direction of the Electric Utility Division Manager, this position will develop, implement, and manage assigned projects/programs such as: (1) State Mandated Public Purpose Programs in the areas of Energy Efficiency, Research and Development, Renewable Energy, and Low Income Assistance; and (2) Key Account Program for large commercial/industrial customers. This position is also required to perform other administrative and operational duties as assigned.

DISTINGUISHING CHARACTERISTICS

Electric Utility Program Coordinator is a professional level administrative position requiring the ability to perform independently, consistent with the goals and within the operational guidelines of Moreno Valley Utility. Also, may be assigned specific administrative duties within a broad range of divisional operations. This position is FLSA exempt.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Conducts special studies, research, and analysis.
2. Prepares reports recommending appropriate action.
3. Represents Moreno Valley Utility to Federal, State, County agencies, community groups, committees, boards and organizations on issues related to Public Purpose Programs.
4. Prepares procedural manuals, policies, forms, and a variety of correspondence related to Public Purpose Programs,
5. Develops, modifies, and updates programs to provide cost effective energy savings, low income assistance, research and development projects, and renewable energy programs
6. Sets goals, measures, and monitors program progress and effectiveness.
7. Writes and edits staff reports; assist in preparing and managing professional services contracts.
8. Reports program progress and effectiveness levels to Federal, State, and Local Governing bodies.
9. Perform appropriate market research to determine retail products, programs, and services beneficial to the Utility and its customers.
10. Assist in the development of appropriate marketing, communication, and advertising programs for retail products, programs, and services.
11. Make community-based presentations to interested consumer and business groups for customer education and business development.
12. Assists in budget preparation for Public Purpose Programs.
13. Respond to inquiries and handles complaints related to energy conservation, solar, low income, RD&D, renewable energy, and other programs and initiates action to assist in resolving the issues.
14. Performs related duties as assigned and provide quality customer service.

QUALIFICATIONS

Knowledge of:

1. Operation and electrical characteristics of industrial machinery, HVAC systems, commercial and industrial lighting.
2. Demand side management concepts and applications including load management, energy audits, and energy conservation programs.
3. Energy management software
4. Procedures and techniques of budget development and implementation.
5. Applicable Federal, State and local laws, ordinances codes and regulations.
6. Electric power usage.
7. Market and customer research methods for development of products and services.
8. Office methods, procedures, and equipment.

Ability to:

1. Understand and apply federal, state, and local laws and regulations pertaining to the electrical utility industry, and local government operations.
2. Enforce and interpret regulations with firmness, tact and impartiality.
3. Strategically review proposed and existing programs to ensure optimum efficiency in service delivery.
4. Communicate clearly and effectively, both orally and in writing.
5. Understand and follow oral and written instructions.
6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Exercise sound independent judgment within areas of responsibility.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with City management, staff, developers, property owners and others encountered in the course of work.
10. Communicate City electrical utility programs effectively to the general public and employ responsive telephone technique.
11. Compile, analyze, and summarize statistical and technical data using computer programs, models, and systems.
12. Properly interpret and make decisions in accordance with laws, regulations, and policies.
13. Provide quality customer service.

Education, Training and Experience:

A Bachelor's degree in Business Administration, Electrical Engineering, Marketing, or a closely related field. Three (3) years of related work experience in Electrical Utility Distribution Systems (construction management or operations and maintenance), and/or Public Works Administration (additional qualifying experience can be substituted for up to two years of the required education on a year-for-year basis).

Licenses; Certificates; Special Requirements:

1. A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, developers, property owners and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.