



City of Naperville
Employment Opportunity

Job Title:	Utility Operations Manager (7099)
Closing Date:	When filled
Salary:	\$150,707.46 - \$180,848.95 annually, commensurate with experience
Job Type:	Full-Time
Location:	DPU-E Distribution & Engineering, 1392 Aurora Ave., Suite 100
Department:	Department of Public Utilities - Electric

Job Description:

The City of Naperville's Electric Utility is currently seeking a Utility Operations Manager to manage and direct the daily operations and maintenance of the Distribution and Substations divisions/sections, provide leadership to section employees, and direct electric utility construction, operating & maintenance crews, electrical contractors, and vendors. The Operations Manager reviews, monitors, schedules, and assigns work in accordance with work orders and service requests, and plans workload & workforce for short-term and long-range application.

The anticipated hiring range for this position is \$150,707.46 - \$180,848.95 per year, commensurate with credentials and experience. The Pay Grade for this position is E280. For additional information, please [click here](#).

Responsibilities:

- Manages safety for the Operations section.
- Oversees daily operations, construction, and maintenance of the Electric Distribution System.
- Oversees daily operations of Substations section.
- Negotiates with Utility Engineering Manager on scheduling the constructability of engineering plans and specifications.
- Directs, oversees, executes, and participates in the development of the division's work plan. Oversees work activities, projects, programs, and monitors workflow. Coordinates activities with other divisions and departments.
- Provides oversight and direction for outage response and storm support.
- Coordinates contracts of outside vendors performing repair, maintenance, or construction.
- Confers with Deputy Directors and Division/Section Managers regarding methods to achieve departmental goals and objectives and drive efficiency.
- Develops and implements annual division budget for operations, maintenance, and capital equipment. Recommends division/section purchases and payments and partners with Assets/Warehouse to best maintain ongoing inventory. Develops necessary financial requirements for special projects.
- Specifies, plans, and coordinates with Fleet Services the procurement of utility vehicles and specialized utility construction machinery.
- Staffs the division/section according to the Director's guidelines. Provides and/or coordinates staff training. Conducts employee performance evaluations. Recommends and administers disciplinary action, including employee termination, when necessary.
- Interprets City and departmental policies for employees, including administration of union contract(s).
- Addresses customer complaints, answers questions, and provides information to the public.
- Attends staff, safety, planning, and other meetings related to electric operations requirements.
- Makes critical decisions to resolve the emergency conditions that may arise within the utility system.
- Represents the City and Electric Utility at meetings outside City with other agencies and responds to inquiries from general public concerning division/section operations, projects, and programs.
- Reviews engineering plans, specifications, and daily operations for practical application.
- Reviews workload and prioritizes for scheduling.
- Coordinates projects and daily operations with other utilities and departments, developers, builders, and property owners.
- Coordinates/directs activities of contractors in the construction of electrical systems as required. Prepares correspondence and communicates with contractors, developers, and other departments.
- Inspects construction activities in the field. Interprets specifications and authorizes deviations.
- Supervises and documents all construction performed by outside contractors.
- Confers with Deputy Directors and Division/Section Managers to recommend implementation of goals, objectives, policies, and procedures.
- Processes paperwork and maintains related records.
- Meets with citizens, community representatives, and developers to review proposed and ongoing projects and

activities.

- Utilizes technology and automation to streamline, implement and, administer projects and programs.
- Attends and schedules various meetings including preconstruction, coordination, and concept design.
- Prepares and evaluates bidding documents and specifications.
- May be required to perform on-duty obligations.
- May assume basic responsibilities of the Deputy Director in their absence.
- Operates collaboratively and strategically as a member of the Electric Utility management/supervisory team.
- Performs all other duties as assigned.

Qualifications:

Required

- A Bachelor's Degree in Electrical Engineering or a related field.
- Five to seven years of experience in a public utility or closely related field.
- One to three years of supervisory experience, preferably in a union environment.
- A valid State of Illinois driver's license.

Preferred

- A Master's Degree in Electrical Engineering, Public Administration, or a related field.
- Four or more years of supervisory experience, preferably in a union environment.
- A State of Illinois Professional Engineer (PE) License.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ONLINE AT:

<http://www.naperville.il.us/careers>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.