



JOB DESCRIPTION

Title: **ENERGY SERVICES / REGULATORY COMPLIANCE MANAGER**

Department: Power
Class Code: 5165
FLSA Status: Non-Exempt
Effective Date: March 1, 2003 (Rev. 01/2015)

GENERAL PURPOSE

Under general supervision of the General Manager, performs professional administrative and field work in the development, design, marketing and implementation of customer services for all classes of Murray City Power customers, as well as cost of service study projects, rate analysis and design projects, and power load analysis and forecasting. Coordinates, prepares and submits all local, state and federal audits, reports and testing regarding FERC, NERC, WECC, DAQ, EPA and other required entities.

EXAMPLE OF DUTIES

- *-- Participates in Demand Side Management decision making and implementation; responsible for encouraging, developing and conducting energy efficiency programs that meet Murray City Power goals and customer needs.
- *-- Conducts walk-through energy audits for residential and commercial customers, providing analysis of current circumstances and options for customers to increase energy efficiency and cost effectiveness of their power consumption; responds to customer inquiries and referrals on energy consumption and high bill complaints using personal expertise or various other resources in the department.
- *-- Identifies Key Account customers and develops and maintains profile database including information on the customer's needs, requirements, activities, associated business trends, manufacturing or production processes, and personnel, including establishing and maintaining open, personalized, credible business relationships with decision makers at all levels in Key Account organizations.
- *-- Participates in creating solutions to customer's energy challenges and/or service needs; assumes role of leadership in coordinating modification of existing services, products, and policies, or the development of new products or services, etc., in response to industry changes and customer expectations.

- *-- Prepares necessary reports, and makes periodic presentation to management, Power Advisory Board, Mayor and City Council, regarding rate performance, Supply Cost Adjustment calculations and implementation, and other topics as assigned.
- *-- Participates in coordination and performance of periodic cost of service analysis projects, rate analysis and design projects, and power load analysis and forecasting projects.
- *-- Assists in annual preparation of budget proposals pertinent to assigned responsibilities.
- *-- Develops, coordinates, implements, and maintains student education programs in the Murray schools, including classroom materials, presentations, and others that may be developed through contracts and direct involvement.
- *-- Coordinates Power Department participation in, or sponsorship of, community events (Public Power Celebration, Arbor Day/Earth Day, Night Out Against Crime, etc.) that benefit customers and build positive public relations for the department or city.
- *-- Develops, coordinates and implements public education programs, including literature distribution, preparation of customer newsletters, presentations to community groups and advertising campaigns.
- *-- Responsible for design, implementation and regularly updating the Murray City Power internet website.
- *-- Designs and documents computer based models, databases, and data handling systems associated with above duties.
- *-- Prepares reports and conducts surveys, studies, and special projects, as required and assigned.
- *-- Periodically reviews the federal and local electric utility requirements, notes changes and additions and make changes to applicable standards in order to keep the City within compliance.
- *-- Writes, reviews and modifies all policies and procedures as they relate to the compliance standards required of the Power Department.
- *-- Ensures that all operations and maintenance procedures are performed in accordance with City policy to ensure compliance with federal and local electrical requirements. Files all operational and maintenance documentation electronically, in order to make this information easily accessible.
- *-- Serves as the primary contact during all audits by regulatory agencies.
- *-- Coordinates the periodic testing of transformers and breakers in accordance with manufacturers' recommendations and city policy.

- *-- Coordinates periodic testing of substation and generation relaying in accordance with manufacturers' recommendations and city policy.
- *-- Monitors FERC/NERC/WECC compliance initiatives, processes and rulings including participating and representing the City as appropriate by preparing reports and summary documentation, communicating and apprising the City Administration of needs.
- *-- Creates, analyzes, edits, modifies and/or maintains compliance reports, procedures or policies.
- *-- Advises, guides and interprets the City's implementation of NERC/WECC reliability standards.
- *-- Coordinates and submits WECC Self-Reports, Mitigation Plans, Periodic Data submittals and enforcement action plans.
- *-- Conducts risk assessments, internal assessment, spot-checks or investigations of compliance practices and ensure timely implementation of appropriate corrective measures.
- *-- Schedules CEM's testing and review results prior to submittal to DAQ.
- *-- Submits DAQ Title V permit as required.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduated from a four-year college or university with a Bachelor's Degree in public relations, marketing, business administration, or related discipline, and two (2) years experience of progressive energy market experience working with large commercial/industrial customers, WECC/NERC compliance issues or any equivalent combination of education and/or experience.

Special Requirements

- Must possess a valid Utah driver's license or be able to obtain one within five (5) months of employment.
- Must have current Energy Auditor Certification, or be able to obtain such certification within five (5) months of employment.

Necessary Knowledge, Skills and Abilities

- Knowledge and experience in marketing energy services and data analysis techniques, knowledge of energy efficiency and conservation methods; knowledge and experience with problem solving, negotiation and relationship building with staff and customers.
- Skill and proficiency in use of personal computers, particularly spreadsheets, databases, word processing, web development software and Windows operating environment.
- Ability to communicate effectively both verbally and in writing to maintain effective working relationships with employees, the public and outside agencies; to include an outgoing assertive presentation style.
- Knowledge of FERC/NERC compliance practices.
- Familiar with WECC webCDMS, WECC EFT server and related technology.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

PHYSICAL DEMANDS

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

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

-- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.