



Director of Electric Utility Bay City, Michigan

The City of Bay City, MI is seeking qualified applicants for the position of Director of Electric Utility (Director).

The Director is the Chief Executive Officer of Bay City Electric Light and Power and reports to Bay City's City Manager.

He/she directs the overall utility operations, coordinates the activities of the electric utility systems. This is a professional and managerial position that directs the overall activities of the Electric Utility; including participation with other agencies for the procurement, scheduling, and delivery of electric power and energy to the City electric customers. The position manages the operation of the electrical generation, transmission and distribution system, and administering the power supply resources required to meet residential, commercial, and industrial customer needs. The Director makes complex business decisions and evaluates long-term system requirements including the development of long-term expansion and reconstruction programs.



Essential Duties and Responsibilities

- Effectively manage departmental operations, including creating a work environment which continually delivers the maximum level of employee productivity while providing the public with the highest level of customer service.
- Manage the on-going training of assigned employees to certify that all federal, state and City training requirements, including health and safety are fully compliant.
- Confers with and advises subordinates on major work projects; reviews work schedules, project requirements and establishes work priorities and procedures; reviews personnel and organization problems and needs.
- Assures that the Utility's generation, transmission, and distribution systems are operationally efficient, reliable and safe. Further, the Utility's purchased power must be dependable, competitively priced and adequate to meet the future needs of all customers.
- Oversees the process of establishing electricity price structures and recommends adjustments based on purchased power costs, cost of service, customer load profiles and other factors.
- Serves as primary electric division contact person during disaster response.
- Represents the City on various boards and before Federal and State regulatory agencies. Advises and makes recommendations to the City Manager on all legislative matters and decisions which relate to municipal electric utilities
- Coordinates with consultants and other agencies on regulatory and legislative matters affecting power resources.



- Leads the preparation of technical and administrative reports; presents reports and recommendations to the Deputy City Manager and City Manager.
- Directs long-range studies of electrical system needs and power supply options; reviews rate studies and other reports prepared by consultants; and makes recommendations to the Deputy City Manager and City Manager.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load technical support systems, internal reporting relationships, and interagency issues; identifies opportunities for improvement and develops recommendations.
- Conducts resources planning with other agencies and businesses requiring negotiations involving complex terms and conditions for integrated power resources and for participation in joint ownership of transmission and generation facilities.
- Oversees the planning and installation of city owned high speed internet as directed by the City manager.
- Prepares departmental budget and maintains budgetary controls; maintains necessary financial and operating records and prepares reports. Manages and oversees the implementation of the approved annual budget ensuring compliance with the established policies and procedures.
- Participates in labor relations and negotiations, including overseeing the administration of labor contracts relating to electric department personnel.



Required Knowledge, Skills, Abilities and Minimum Qualifications

Education: Bachelor's degree in business or public administration, electrical engineering or a closely related field; advanced degree preferred.

Experience: A minimum of seven (7) years increasingly responsible experience in electrical utility management, including three (3) years of management and administrative responsibility.

- Must have strong organizational and leadership skills with a thorough knowledge of the principles and practices of electric utility management with working knowledge of electric utility finance, accounting, and budgeting.
- Extensive knowledge of the methods, practices and techniques of evaluating electric utility operating costs, customer rates, energy efficiency, renewable energy, and purchase power.
- Knowledge of evolving environmental, reliability, regulatory and cyber-security requirements.



- Knowledge of electric industry in Michigan and the mid-west, including MISO, RFC, NERC, FERC and other regulatory requirements.
- Requires excellent communication and interpersonal skills.
- Ability to effectively manage a large City department.
- Ability to establish and maintain effective working relationships with City officials, employees, and the general public.
- Registration as a Professional Engineer is highly desirable.

Bay City Electric Light & Power (BCELP)

Bay City Electric Light & Power is a municipal utility, owned by the City of Bay City, Michigan.

BCELP has served the Bay City area since 1868 when it was known as the Bay City Gas Light Company. Bay City Electric Light & Power serves over 20,000 customers encompassing a service area that includes Bay City and the surrounding townships of Bangor, Frankenlust, Hampton, Monitor, and Portsmouth.

Delivering service to BCELP customers requires more than 500 miles of overhead and underground distribution lines, fed from 10 distribution substations. Power is provided to these facilities from wholesale power purchases, ownership of coal-fired generators Belle River and Campbell through the Michigan Public Power Agency, and local peak-shaving generating capacity at BCELP's Water Street and Henry Street plants.



At year-end, Bay City Electric Light & Power owned and operated plant and utility assets of \$60 million with total annual revenues of approximately \$35.1 million. BCELP currently employs 43 to carry out the day to day operations of the utility including line construction and maintenance, line clearance, street light maintenance, generating plant operation and maintenance, metering installation and maintenance, service building upkeep, purchasing materials and

supplies, and system planning functions.

Bay City, Michigan

Bay City is located in Bay County, Michigan, near the base of the Saginaw Bay on Lake Huron. Bay City is the principal city of the Bay City Metropolitan Statistical Area and contains a diverse population of nearly 35,000 (2010 census). The city, along with nearby Midland and Saginaw, form the Greater Tri-Cities region of Central Michigan, which has more recently been called the Great Lakes Bay Region.



The city is geographically divided by the Saginaw River, and travel between the east and west sides of the city is made possible by four modern drawbridges: Liberty Bridge, Veterans Memorial Bridge, Independence Bridge, and Lafayette Avenue Bridge, which allow large ships to travel easily down the river. The city is served by MBS International Airport, located in nearby Freeland, and James Clements Municipal Airport.

The cost of living in Bay City is 77% of the national average with housing costs well below the national average.

Compensation

The compensation package offered will vary based on the credentials and proven abilities of the individual selected and can be expected to include a competitive base salary driven by qualifications and accomplishments.

Contact

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