



City of Dothan

Assistant Director - Electric Operations

SALARY	\$97,780.80 - \$156,436.80 Annually	LOCATION	Dothan, AL
JOB TYPE	FULL TIME	JOB NUMBER	435-25-01
DEPARTMENT	DOTHAN UTILITIES	DIVISION	Electric - Admin Support
OPENING DATE	05/15/2025	CLOSING DATE	5/29/2025 11:59 PM Central
FLSA	Exempt		

Description

This position directs the operations of the city's electric utilities.

Major Duties

- Manages, supports, and oversees the day-to-day operation of the City of Dothan Electric Department with a focus on customer service.
- Interviews, hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel; coordinates and approves staff training; reviews leave requests.
- Attends City Commission and other meetings to provide and gather information related to system operations.
- Provides supervisory control of the transmission system, substations, and distribution systems; fields and responds to after-hours emergencies, including power outages, lighting issues, complaints, disconnects, reconnects, and other technical issues.
- Prepares, plans, manages, and leads power restoration efforts for medium to large scale power outages resulting from storm damage, equipment failures, and accidents; coordinates mutual aid from other municipal utilities as required; coordinates mutual aid assistance to other utilities as needed. Attends Emergency Management Agency meetings.
- Coordinates with the Utilities Director regarding customer service, operations, rates, wholesale power providers, and services.

- Investigates and resolves customer complaints, billing questions, rate inquiries, power quality issues, technical questions, etc.
- Directs special projects as assigned by the Utilities Director.
- Develops short and long-term goals, objectives, and plans for the department; develops budgets and strategies for the department; assists with the development of the Community Improvement Plan (CIP) and other department programs.
- Analyzes current and future transmission, substation, and transmission needs to include equipment, materials, technology, and fleet needs.
- Assists the Director in the development of the annual budget; reviews budget expenditures and requests revisions to meet operational needs; reviews budget requests and makes decisions on organizing projects within the budget; consults with financial staff regarding budget matters; directs purchases in compliance with state bid laws.
- Prepares and presents technical and management presentations to citizen groups, technical organizations, city management, and city commission.
- Provides support and technical expertise to staff and other city departments on electrical issues.
- Reviews and approves forecasts of short- and long-term energy capacity requirements and makes recommendations to the Director on circuits, equipment, and personnel needed to meet the energy requirements; coordinates forecasts with Energy Southeast (ESE, formerly AMEA).
- Develops department standards, operating procedures, and policies specific to the construction, operation, and maintenance of the electric transmission system, substations, distribution system; develops department safety policies; ensures compliance with industry regulatory and consensus standards.
- Develops and/or review specifications for materials, equipment, and components; prepares requests for proposals for professional services.
- Prepares a variety of required documentation and reports.
- Performs related duties.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

- Knowledge of professional engineering and construction principles related to electric utility systems.
- Knowledge of applicable city, state, and federal statutes, rules, ordinances, codes, regulations, case law, and other governing rules and regulations.

- Knowledge of city and department policies and procedures.
- Knowledge of the operation, maintenance, and construction of electric transmission systems, substations, and electric distribution systems and their associated devices and equipment.
- Knowledge of wholesale and electric retail rate structuring.
- Knowledge of management principles and practices.
- Knowledge of accounting, purchasing, and inventory management principles.
- Knowledge of computers and job-related software programs.
- Skill in the preparation of complex, accurate, and complete reports.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the city code of ordinances, city personnel rules, federal and state law, industry standards, the National Electric Safety Code, the National Electric Code, the APPA Safety Manual, the employee handbook, IEEE guidelines, ANSI standards, NERC and FERC regulations, FCC regulations, FEMA Disaster Assistance Requirements, NIMS guidelines, TVPPA Construction Standards, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. Coordinating activities with a variety of stakeholders contributes to the complexity of the work.
- The purpose of this position is to direct the city's electric utility operations. Successful performance helps ensure the effective and efficient operation of the department and the successful provision of electric services to customers.

CONTACTS

- Contacts are typically with co-workers, other city personnel, elected and appointed officials, representatives of other utility providers, representatives of state and federal agencies, engineers, contractors, industry managers, vendors, customers, and members of the public.
- Contacts are typically to exchange information, motivate people, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office, at other department facilities, and outdoors, occasionally in cold, wet, or inclement weather. The work may require the use of personal protective equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Engineering Services Manager, General Line and Service Supervisor, Substation Supervisor, Chief Electric Meter Technician, and Lead Engineering Technician.

Minimum Qualifications

- Graduation from an accredited* college or university with a Bachelor's degree in Electrical Engineering or closely related field; **and**
- Five (5) years recent experience in management and engineering with a public or private electrical utility **or** management and engineering with a consulting firm providing design and construction services for electrical projects; **and**
- Possession of current and valid license as a Professional Engineer (P.E.) in the State of Alabama or in any state with the ability to obtain registration in Alabama through reciprocity within six (6) months of employment/promotion/demotion/transfer.
- Graduation from an accredited* college or university with a Master's degree in Electrical Engineering or closely related field *preferred*.

*Accredited through an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA).

CONDITION OF EMPLOYMENT/PROMOTION/DEMOTION/TRANSFER

Employees are required to complete/sign the Certification & Condition of Employment/Promotion/Demotion /Transfer form(s). [See condition(s) for details.]

NECESSARY SPECIAL REQUIREMENTS

- Valid operator's driver license and an acceptable driving record. (PBA 9/10/01)
- In an emergency and/or standby situation, an employee in this position must be able to report to his/her regular workstation in a maximum of 30 minutes from the time of notification. (Sec. 2-30. (2) / PBA 1/9/95) This requirement must be met within six (6) months of employment/promotion /demotion/transfer. (See condition for details.)
- An employee in this position must be available to be contacted via phone within 30 days of employment/promotion/demotion/transfer, due to call out requirements.
- An applicant for this position is subject to various background investigations up to and including criminal, credit, past employment, and reference checks.
- Employees are required to submit to Drug and Alcohol testing in accordance with the City of Dothan policy, which includes pre-employment and random tests for the duration of employment in this position. (PBA 8/13/12)
- Must meet the City of Dothan's employment physical standards, which include drug/alcohol testing.

Application / Examination

Qualified applicants will be evaluated based on training and experience as documented on their application. This evaluation will comprise 100% of their final grade.

Applicants with a disability who feel they need accommodation should contact the Personnel Department in writing on or before the closing date of this advertisement by emailing jobs@dothan.org.

An Equal Opportunity, Affirmative Action Employer

Employer

City of Dothan

Address

126 North Saint Andrews Street
Room 116
Dothan, Alabama, 36303

Phone

334.615.3180

Website

<http://www.dothan.org>

Assistant Director - Electric Operations Supplemental Questionnaire

*QUESTION 1

Supplemental Questions: This information will be used to determine your placement on the employment register and if you meet the basic qualifications as listed on the job posting. Therefore, please give detailed descriptions of your job duties. You must thoroughly complete the Education and Work Experience sections of the application and the Supplemental Questions. Answer all questions as accurately and with as much detail as possible. Some questions request an explanation to support a "yes" answer. Your explanation should contain experience, education, etc., to show that you do possess whatever skill, knowledge or experience being addressed in the question. Employment and volunteer experiences used to answer any of the questions below must be listed on your application. If you use military experience to meet the experience requirements, do not give dates of your entire tour of duty. Rather, you should indicate on your employment application, the month and year you began performing these duties and the month and year you stopped.

☐ I have read and understand the above statement and will submit any required verification or supporting documents by the closing date of this advertisement.

*QUESTION 2

Which best describes your highest completed level of education? **Your education MUST be listed in the education section of your application in order to receive credit.**

- ☐ None
- ☐ High School Diploma or GED
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

*QUESTION 3

Check the appropriate field of study for your degree.

- ☐ Electrical Engineering
- ☐ Other - Closely Related
- ☐ Other - Non Related
- ☐ No degree

*QUESTION 4

If you checked "Other" in question #3 above, please list your degree/major/field of study, etc. If not applicable, list "N/A"

*QUESTION 5

Which best describes your recent (within the past 5 years) experience in management and engineering with a public or private electrical utility or management and engineering with a consulting firm providing design and construction services for electrical projects?

- ☐ No experience
- ☐ 0 - 2.9 years
- ☐ 3 - 4.9 years

- ☐ 5 - 9.9 years
- ☐ More than 10 years

***QUESTION 6**

List **employer/s** where you gained the experience in **question #5**. Employers **must** be listed in the work history section of your application to receive credit. **Do NOT** list "See Resume."

***QUESTION 7**

List **examples of duties performed** to support your answer in **question #5**. Employer(s) **must** be listed in the work history section of your application to receive credit. **Do NOT** list "See Resume."

***QUESTION 8**

Do you possess a current and active Professional Engineer (P.E.) in the State of Alabama or in any state with the ability to obtain registration in Alabama through reciprocity within six (6) months of employment/promotion/demotion/transfer?

- ☐ Yes
- ☐ No

***QUESTION 9**

In an emergency and/or standby situation, an employee in this position must be able to report to his/her regular workstation in a maximum of 30 minutes from the time of notification (Sec. 2-30. (2) / PBA 1/9/95). This requirement must be met within six (6) months of employment/promotion/demotion/transfer. Can you meet this requirement or are you willing to relocate within 6 months?

- ☐ Yes
- ☐ No

***QUESTION 10**

Do you have a valid operator driver's license and an acceptable driving record?

[Click here to view the City of Dothan's Motor Vehicle Policy.](#)

- ☐ Yes
- ☐ No

***QUESTION 11**

This is to certify that I have read and understand the Certification of Understanding for this position with the City of Dothan, Alabama.

Click here [to view form.](#)

Failure to check "I Agree/Understand" discontinues the application process. (A signed form will be requested at time of hire, promotion, transfer or demotion.)

- ☐ I Agree/Understand
- ☐ I Disagree

***QUESTION 12**

I understand that once my application has been submitted for **this specific position** that **I WILL NOT** be able to make any changes to it. Any changes to my master application will only be reflected in any future positions for which I may apply. Should I desire to have updated information included for this specific position I should contact the Personnel/Human Resources office at (334) 615-3180 for assistance.

☐ Yes

☐ No

***QUESTION 13**

Note: Before submitting your application, be sure to review your application for completeness and accuracy. Your examination score will be based on the information you have provided on your application and this supplemental questionnaire. Failure to provide sufficient detailed information may result in your application being rejected or receiving a lower score. Therefore, it is important that you provide complete employment information to include the name of your employer, your official job title, dates of employment (from-to, month/year), hours worked per week, and a detailed description of your duties for each job listed on your application. **Resumes are not accepted in lieu of the application or supplemental questionnaire.**

☐ I understand that failure to provide sufficient detailed information may result in my application being rejected or receiving a lower examination score.

QUESTION 14

Personnel Use Only

*** Required Question**