



JOB DESCRIPTION

Deputy Division Manager

FLSA STATUS:	Exempt	GRADE: 10
REPORTS TO:	Senior Deputy Division Manager	DIVISION: Hydroelectric
WORK LOCATION:	Seguin, Texas	
EFFECTIVE DATE:	05/2018	

SUMMARY

The responsibility of this position is to assist the Division Manager and the Senior Deputy Division Manager in the operation and maintenance of the Guadalupe Valley and Canyon Hydroelectric Generation Systems, Rural Utilities Division, Guadalupe Power Partners Delivery System, and Regional Raw Water Delivery System. It includes management in the areas of supervision, safety, personnel, maintenance, operations, training, security, reporting, purchasing, budgeting, planning, public relations, and any other areas assigned by the Division Manager. The position involves supervision of approximately 27 employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The efficient operation of the Hydro, RUD, and Delivery Systems to produce a product that meets or exceeds the requirements established by the EPA and the TCEQ, and meets or exceeds the expectations of customers.
- General supervision of all Hydro and RUD personnel; including hiring, assessing teams and individuals, and disciplining personnel in accordance with GBRA policies.
- Provide a safety program as outlined in the GBRA safety policies. Enforce the “GBRA Safety Manual” and division safety practices.
- Supervision of the preventive and repair maintenance of the Hydro, RUD, and Delivery Systems, including all facilities and equipment.
- Supervision of the control room operation.
Assist in the implementation of the training program by conducting training sessions as necessary, scheduling schools as detailed in the work plan, and evaluating future training needs.
- Assist in the preparation of the annual budget and work plan
- The security of all property and equipment, including key control.
- Prepare and/or supervise preparation of all required reports, timesheets and billings.
- The supervision of purchasing as outlined in the budget and in accordance with the procurement procedure policies.
- Maintain coordination with customers and the public.

- Assist in the development and updating of plans, and in the implementation of system improvements and equipment replacement.
- Manage the operations according to the appropriate contracts established with the customers of GBRA.
- Provide leadership necessary to achieve the GBRA mission and the division mission statements while working within GBRA's values established in the strategic plan.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Excellent communication and relationship building skills with an ability to prioritize and work with a variety of internal and external stakeholders.
- Respond to emergencies at any time with minimum delay.
- Know and apply a wide range of electrical, mechanical and technical skills related to the type of equipment used and operated in the Hydro, RUD, and water delivery systems.
- Know and apply accepted safety procedures and policies, and use personal protective equipment, as required.
- Communicate clearly and concisely, both orally and in writing.
- Employ sound judgment; think coherently and logically; employ deductive and inductive reasoning.
- Ability to read, understand and explain technical data such as MSDS, instructions, labels, etc.
- Perform basic and advanced math skills, including algebra, trigonometry, geometry and elementary calculus.
- Read analog and digital indicators.
- Read, analyze, and interpret complex scientific and financial studies and reports.
- Proficiency with Microsoft Office tools required (Word, Outlook, Excel)

EDUCATION/CERTIFICATIONS

Education:

College degree in a business management, project management, engineering or related technical field.

Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.
3. Minimum TCEQ Class "B" Wastewater license

Current valid driver's license and ability to remain insurable under GBRA's vehicle liability policy.

EXPERIENCE & SPECIAL REQUIREMENTS

Minimum of five (5) years in responsible position with a utility system including maintenance and supervisory experience.

Must have versatility, flexibility, leadership ability, responsibility, familiarity with or ability to learn the operations and maintenance of the equipment used in the Hydro, RUD, and water delivery systems.

The permanent residence of all employees must be such that roadway travel time to 933 E. Court Street is within 45 minutes.

MANAGERIAL RESPONSIBILITIES

Yes

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.

Wear personal protection equipment as outlined in the employee Safety Manual such as half-mask respirator. Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. Wear protective footwear in compliance with ANSI or ASTM standard. Climb up and down vertical ladders up to twenty (20) feet. Be able to lift 50 pounds chest high. Must be able to respond to visual/audible alarms and walk several miles in a day.

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.

ACKNOWLEDGEMENTS

Employee Signature

Date

Executive Manager Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.