



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

JOB DESCRIPTION

POSITION: Tribal Utility General Manager
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Tribal Utility
SUPERVISOR: Tribal Council
RATE OF PAY: DOE

SUMMARY:

The General Manager performs complex professional and difficult administrative work overseeing the design, installation, operation, maintenance and repair of the Tribe's electric generation, transmission and distribution utility. The General Manager works as creative developer of energy technologies, adding efficiencies for the Tribe. The General Manager reports to the Tribal Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the executive responsible for efficient, safe, and professional utility operations
- Develops and implements utility policies, goals, objectives, procedures, budgets, cost controls, all utility rates, financial reports, and utility priorities, while adhering to utility principles
- Represents the utility before the Tribal Council, customers, and third parties
- Supervises emergency situations, receives customer inquiries and complaints, and participates in public relations activities related to the utility
- Responds to electrical emergencies that occur after hours and provides technical analysis
- Serves as the coordinator between departments, agencies, consultants, and others on utility-related matters
- Negotiates and administers utility contracts for products and services
- Provides the leadership, management, and vision necessary to ensure and maintain proper organizational controls, administrative and reporting procedures, and operating efficiency for the utility
- Hires and supervises employees, and assures training in professional utility operations and cutting-edge utility technologies.
- Provides and promotes energy education regarding the utility for the Tribe's membership, utility employees, customers, and the public
- Represents the Tribe and the utility in regional and national government and energy industry forums and advocates for policies favorable to the Tribe and the utility

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Applies for and administers grants and manages other financial tools to further utility opportunities
- Acts as an energy efficiency and energy technology advisor for tribal buildings, new tribal developments, and tribal activities to encourage and promote energy efficiency and environmentally sound actions throughout the Tribe and its business interests
- Stays abreast of new trends and innovations in the field of energy and utilities, and develops and proposes new utility services and related opportunities that will benefit the Tribe
- Establishes, develops, updates, and improves the utility's policies and procedures
- Ensures compliance with applicable USEPA requirements
- Ensures compliance with applicable Department of Energy and Rural Utilities Services requirements
- Ensures compliance with applicable Western Electricity Coordination Council (WECC), National Rural Electric Cooperative Association (NREC), and Federal Energy Regulatory Commission (FERC) requirements
- Adheres to all policies and procedures of the Pechanga Tribal Government

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the Tribal Utility General Manager will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in business, public administration, engineering, chemistry, or a related field required
- Master's degree in electrical engineering or a related field preferred
- Ten (10) years of progressive experience, including management responsibilities in a medium to large business/company OR ten (10) years of experience in utility administration, with a minimum of 3-5 years of management and administration responsibility
- Extensive experience in an electric utility, including experience in an administrative capacity, or an equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Compliance with the Pechanga Tribal Government's Drug-Free Workplace Policy, including pre-employment testing, post-accident or injury testing, and random testing
- Successful completion of a pre-employment background investigation

LICENSES AND CERTIFICATIONS:

- A valid Class C California driver's license, clean DMV record, and proof of insurance required
- A professional utility certification, such as a Utility Management Certification (UMC), a Certified Utility Management Specialist, or other utility-related certification preferred
- A valid California Certificate of Registration as a Professional Civil Engineer preferred

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KNOWLEDGE, SKILLS AND ABILITIES:

- Exemplary professionalism toward staff, elected officials, tribal members, and third parties
- Excellent written and verbal communication skills
- Excellent contract negotiation skills
- Excellent organizational and problem solving skills that support and enable sound decision-making
- Excellent managerial skills, including but not limited to leadership, supervision, training, and evaluation of assigned staff
- Ability to learn new utility service options and implement new ideas while managing and mitigating the risks of such ventures
- Ability to read, analyze, interpret, and develop financial data, and to prepare related spreadsheets and reports
- Ability to analyze problems, identify alternative solutions, determine project consequences of proposed actions, and implement recommendations in support of goals
- Ability to make executive decisions and exercise independent judgment
- Ability to be persuasive and tactful in controversial situations
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs
- Ability to develop, oversee, implement, and maintain accurate operational recordkeeping systems
- Ability to effectively operate office machines and business computers in a Windows environment, including proficiency in utility-related software and programs, as well as ability to effectively operate Outlook, Word, Excel, Access, and PowerPoint
- Ability to oversee and participate in the provision of a high level of customer service to internal and external customers
- Ability to communicate and respond to requests and inquiries from the general public tactfully and courteously
- Knowledge of the organization, operation, and services of the Tribe and of relevant outside agencies, as needed to assume assigned responsibilities.
- Knowledge of established safety rules, regulations, and guidelines, to ensure adherence at all times
- Knowledge of, and ability to ensure the Utility's compliance with, applicable federal, state, and tribal policies, laws, and regulations
- Knowledge of the cultural diversity of the community, and demonstration of an awareness and appreciation of the same

SUPERVISORY RESPONSIBILITIES:

This role includes supervisory responsibilities for the utility department that are to be carried out in accordance with the Pechanga Tribal Government's policies and procedures and applicable laws. The Tribal Utility General Manager provides training and direction to the utility department staff to ensure that the duties, responsibilities, authority, and accountability of the utility department and its employees are clearly defined and fully understood. The Tribal Utility General Manager's supervisory duties include, but are not limited to:

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- Planning, assigning, and directing work;
- Appraising performance; and
- Addressing complaints and resolving problems.

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. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee must be able to speak the English language, speak clearly so listeners can understand, and hear sufficiently to understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades, and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events and when outdoors.

Employee’s acknowledgement: I acknowledge by my signature below that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee’s Manager	Date	Print name of employee’s manager

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