

TRI-DAM PROJECT/TRI-DAM POWER AUTHORITY

GENERAL MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

The General Manager serves as the chief executive officer of the Tri-Dam Project and the Tri-Dam Power Authority, implementing the policies and directions enumerated by the Boards of Directors of the Project and the Commissioners of the Authority, and the laws and regulations that govern the operation of Tri-Dam. In this Job Description, the Project and the Authority are both referred to as Tri-Dam.

The Project is governed by the Boards of the Oakdale Irrigation District and the South San Joaquin Irrigation District which conduct joint monthly meetings. The Tri-Dam Power Authority is a separate legal entity. The members of the two districts serve as the commissioners of the Authority. In this Job Description, the two Boards meeting as the Project and the commissioners of the Authority are both referred to as the "Joint Board" or "Board".

The operation of the Project and Authority are governed by FERC licenses, other permits, laws, regulations and contracts that are the responsibility of the General Manager to assure compliance. The General Manager is responsible for directing the actions of Tri-Dam's employees. Tri-Dam non-management employees are represented by the IBEW. Management employees are not represented, but have a separate bargaining unit. The General Manager is not a member of either bargaining unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, develop, manage and operate an effective, efficient, financially responsible and progressive public utility responsible for electric power production, wholesale power marketing and risk management, water management, reservoir management, FERC license compliance and general operation of the facilities.
2. Take the lead in developing and updating on an annual basis a strategic plan that provides direction for Tri-Dam; as part of the strategic plan, the General Manager is responsible for identifying and prioritizing strategic problems, issues, and opportunities to improve the effectiveness, efficiency and efficacy of Tri-Dam.
3. Conduct annual reviews of the operations, maintenance, business and finance functions to determine overall success, identify areas in need of improvement and initiate corrective actions and/or recommendations to the Board. The annual review shall be conducted prior to and submitted to the Board by July 1 of each year.
4. Routinely and comprehensively inform the Board of operations or business and finance issues and problems facing Tri-Dam. The General Manager is responsible for full, accurate, timely and comprehensive reporting on issues and problems of importance. Additionally, the General Manager will prepare full, accurate, timely, and comprehensive reports on subjects requested by the Board.
5. Monitor and manage the operational activities of Tri-Dam so that operations are smooth, projects well planned, and managed, and activities are conducted in full compliance with laws and regulations, and with directions provided by the Board.

6. Organize, prepare and present an agenda for the monthly Board meetings. The information shall be prepared on a timely basis, and includes, but is not limited to, any reports on subjects requested by the Districts.
7. Advise the Board on all aspects of proposed actions relating to the management, operations and the effective implementation of all Tri-Dam activities.
8. Carry out Board-established goals, policies, decisions, and other directions.
9. Set standards and performance objectives for all employees and establish standards for reviewing compliance with the performance objectives. The General Manager shall prepare an assessment of the progress for review by the Board.
10. Ensure compliance with applicable labor laws and regulations. Conduct collective bargaining negotiations as directed by the Board.
11. Ensure that Tri-Dam operations and activity expenses are within approved budget limits and notify the Board of potential or actual variances in the budget.
12. Ensure ongoing compliance with the FERC license, agency agreements, permit conditions, WECC requirements, contracts with third parties, state and federal laws and regulations governing Tri-Dam.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Public Finance
Hydroelectric Operations
Principles and practices of complex budget preparation and administration.
Power Marketing
Public Agency management
FERC licensing
Pertinent federal, state, and local codes, laws, and regulations.
Collective Bargaining agreements/contract Administration
Water Rights
Land Use/Planning
Federal agency relationships.
Computer skills including complex spread sheet, word processing and Power Point presentations.
Hydroelectric Forecasting
OSHA Safety Standards

Ability to:

Provide effective leadership and coordinate activities of a comprehensive agency.
Effectively administer a variety of programs and administrative activities.
Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Effectively and fairly negotiate appropriate solutions and contracts.
Gain cooperation through discussion and persuasion.
Select, supervise, train, and evaluate assigned staff.
Prepare and administer a complex and balanced budget.
Evaluate and develop improvements in operations, procedures, policies, or methods.
Prepare clear and concise reports and develop appropriate recommendations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in engineering, public administration, economics, business or a related field. A Master's degree is highly desirable.

Experience:

Ten years of increasingly responsible managerial and administrative experience. (Utility experience preferred)

License or Certificate:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Possession of and continuance of a driving record that does not cause adverse effect on the District's automobile insurance rates is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with occasional travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

*As the General Manager of hydro-electric systems, the physical ability to navigate these facilities is essential. Those abilities include ascending and descending stairways of various slopes and types. Extended periods of time standing and walking through facilities with various piping, duct work, electrical work, etc., necessitating the ability to have dexterity of movement to avoid these items.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

This job description has been prepared to define typical duties that an employee is expected to perform in this classification. It is not intended to limit the work which may be performed since other tasks may be assigned that are similar in nature. Further, specific duties may be changed or deleted from time to time as deemed necessary or prudent by the Board.

I hereby acknowledge receipt of the Job Description of General Manager and agree to peruse its contents and perform accordingly.

Employee signature

Date

Approved SSJID Board: 01/28/2009

Approved OID Board: