



## **Assistant General Manager, Generation Services**

Roseville, CA

Salary Range: \$218,109 - \$272,626 (USD) Annually

**Final Filing Date:** Continuous until filled. First review of applications will be on March 22, 2019.

Directs and coordinates the activities of all generation facilities owned and operated by NCPA. The generation facilities include 13 different generating units producing approximately 800 megawatts; across Geothermal Power Plants, Hydro Power Plants, Aero Derivative Gas Turbine Peaker Plants, and large frame Combined Cycle Power Plant. The AGM must ensure safe reliable operations of the generation facilities, and assure that the facilities are operated and maintained to industry standards and member expectations. Coordinates with Power Management to ensure plants are bid and optimized in the energy market to support member needs. In addition, the AGM is also responsible for the development, permitting, and construction of any new generation facilities. The AGM performs the following duties personally or through subordinate managers/supervisors. The AGM may be assigned to act as the General Manager in the absence of the General Manager.

### **Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Plans, develops in concert with direct reports, and oversees the Generation Services budget of approximately \$200M/yr.
- Ensures that plants are operated in a safe manner to protect the public and the employees.
- Ensures compliance with all regulations including Cal/OSHA, OSHA, CARB, FERC, NERC, etc.
- Ensures that all facilities adhere to local, state, and federal rules and regulations.
- Ensures that environmental regulations and permits are followed at all facilities.
- Prepares and provides oral and written reports and information to member/owners as needed.
- Oversees the purchases made for facilities and approves purchase orders, vouchers, and expense reports.
- Networks with Utility Directors, and Commission Members and promotes NCPA at industry meetings or functions.
- Counsels subordinate managers in the interpretation of bargaining agreements. Represents management and meets with union stewards and managers to resolve grievances.

- Represents management in labor contract negotiations or serves as a resource to negotiators.
- Serves as a member of the NCPA management team, and provides information about generation as it relates to the Agency's overall direction.
- Reports for work on time and maintains satisfactory attendance in accordance with Agency policy.
- Ensures work responsibilities are covered when absent.
- Arrives to meetings and appointments on time.

### **Supervisory Responsibilities**

Manages four subordinate managers who supervise a total of 92 employees in the Hydroelectric, Geothermal, Combustion Turbine Facilities and Purchasing. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Has the ability to quickly assess situations and resolve complex situations

Project Management - Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Member Service - Manages difficult or emotional Member situations; Responds promptly to Member needs; Solicits Member feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Ability and comfort to represent the Agency with media; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Skillful use of Influence - Demonstrates strategic influence, impact communication, political and interpersonal savvy and negotiation skills.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Understands cost of service pricing and capital budgeting; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to net income and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural and religious differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Promotes affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Shows flexibility; Follows through on commitments; Shows professional self confidence.

Quality - Demonstrates accuracy, thoroughness, and timeliness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Prioritizes safety and security practices and procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Engineering degree or equivalent; 15 years' experience at progressive levels of responsibility in the electrical generation business, including four to ten years related experience in generation operations and maintenance management. Experience must be within an organization of at least 500 MW in generation capacity consisting of at least one or more combined cycle, simple cycle gas turbines, hydro generation, geothermal generation. Experience in managing/supervising 50+ personnel is desired.

### **Language Skills**

Ability to read, analyze, and understand the most complex documents. Ability to listen and respond effectively to the most sensitive inquiries or complaints. Ability to write and deliver speeches and articles using original or innovative techniques or style. Ability to represent the Agency on controversial or complex topics to Legislators, Regulators, media, Executive Management, Community Groups, Members, and/or Board of Commissioners.

### **Mathematical Skills**

Ability to understand engineering calculations and calculate figures and amounts such as discounts, margins, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra, geometry, and calculus.

### **Reasoning Ability**

Ability to define problems, define and use large data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of and be proficient in the use of Internet software; Presentation software, Spreadsheet software and Word Processing software. Knowledge of cybersecurity practices and protocols related to control systems is required.

### **Certificates, Licenses, Registrations**

Requires current CA Driver's License, with good driving record, and automobile insurance.

### **Other Skills and Abilities**

Ability to drive to the various generation facilities on a regular basis is required. Agency related travel approximately 25-50% of the time.

### **Other Qualifications**

Some travel is required (25%).

### **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. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**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. While performing the duties of this Job, the employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

**EOE**