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**First Review of Applications: September 15, 2021
Position Open Until Filled**

POSITION TITLE	PRODUCTION MANAGER	2021
DIVISION	ELECTRIC	
REPORTS TO	GENERAL MANAGER	
SUMMARY	<p>THIS IS HIGHLY RESPONSIBLE WORK INVOLVING THE DIRECTION AND SUPERVISION OF THE DAY-TO-DAY OPERATION AND MAINTENANCE OF THE FACILITIES AND EQUIPMENT IN THE PRODUCTION DEPARTMENT. THIS IS ADVANCED TECHNICAL WORK IN THE CONSTRUCTION, MAINTENANCE, AND REPAIR OF ELECTRICAL EQUIPMENT. WORK INVOLVES PLANNING, BUDGET PREPARATION, CONTRACTOR/EQUIPMENT SPECIFICATION WRITING AND SELECTION, DESIGN WORK, AND SUPERVISING A MODERATE SIZED STAFF TO ACCOMPLISH TASKS RELATED TO OPERATIONS, CONSTRUCTION AND MAINTENANCE OF AN ELECTRICAL UTILITY. GRADE 15</p>	

DUTIES AND RESPONSIBILITIES

1. PLANNING

- a. Assist in preparation of the department’s annual expense and capital budget.
- b. Assist in developing, maintaining, and implementing a five-year capital expenditure program to be updated annually.
- c. Ensure facilities are of sufficient design to accommodate the electric utilities future needs.
- d. Ensure readings at plants for engine operation, alarm conditions, and equipment operations are recorded.
- e. Responsible for implementing and overseeing appropriate operation reports.
- f. Responsible for evaluating, selecting and applying engineering and economic principles and techniques as required.
- g. Responsible for developing, implementing and enforcing various maintenance and safety programs.
- h. Responsible for emergency restoration planning and procedures.
- i. Responsible for providing technical and operational information as needed within the department and utilities.
- j. Responsible for coordinating work with consulting engineers on design and system studies of the production/generation system.
- k. Responsible for developing a long-range plan for reinforcement and contingency loss of equipment on the electric generation systems.

- l. Responsible for developing a flexible and effective production/operation team, staffed with competent individuals who can efficiently and productively maintain and service the electric utilities.
- m. Responsible for overseeing requisitions for parts required to maintain and repair all generating equipment.
- n. Responsible for inventory and the location of all spare parts used in the production department.
- o. Ensure required insurance inspections are conducted and all reasonable insurance company's recommendations are implemented.
- p. Ensure HUC'S SPCC plan is updated when required.
- q. Responsible for ensuring the MSDS manual is updated and educating all production personnel of the content in manual.

2. CONSTRUCTION

- a. Assist in writing bid specifications for utility materials/equipment needed for electric/gas/production operations.
- b. Responsible for practicing, directing and enforcing the use of safe work practices.
- c. Responsible for directing the use of all personal protective equipment, enforcing and ensuring compliance with OSHA 1910.269 and company rules.
- d. Responsible for proper installation, operation, application and coordination of electric production and generation protective equipment.

3. SUPERVISION/ RESPONSIBILITIES

- a. Responsible for supervising all employees with-in the production department.
- b. Responsible for training employees on the operating and safety rules of the facilities.
- c. Responsible for arranging and providing safety and skill training for the department. This includes training provided by MMUA, operating/maintenance Training, CPR/First-aid training, SPCC, CIP, Arc-flash etc.
- d. Responsible for monitoring employee vacation and sick leave, review and approve time ticket submittals.
- e. Responsible for reviewing and making recommendations as to the retention, professional growth, and or promotion of employees.
- f. Responsible for directing crew chiefs and crews to ensure crews are accomplishing assigned tasks and projects, so as to enhance the utilities reputation for efficient, courteous and prompt service.
- g. Ensure the monthly inventories and required reports are completed.
- h. Assist with the coordination of work schedules for Electricians regarding plant systems and other electrical areas.
- i. Responsible for coordination with System control for engine/equipment maintenance downtime.

4. PLANT OPERATORS

- a. Assist in directing operations during outages.
- b. Ensure the development of the plant operators work schedule.
- c. Responsible for ensuring Federal and State emissions reporting is performed.
- d. Responsible for overseeing power operations.
- e. Responsible for determining and making recommendations to production system automation/ SCADA needs and requirements.
- f. Assist in developing computer programs and databases as needed for generator operations and recording.

MISCELLANEOUS

Performs all other duties and responsibilities as required and directed by the General Manager.

EDUCATION/SKILL REQUIREMENTS

A two-year degree in business administration, management or other technical field related to engineering and five years experience in supervising the operation and maintenance of an electric generating plant; or, equivalent combination of relevant experience in the electrical production field with additional courses in leadership and supervision which provides the required knowledge, skills, and abilities. Working knowledge of Microsoft business applications.

DESIRABLE QUALIFICATIONS

Responsible supervisory experience. Written and verbal communication skills, and the ability to establish and maintain effective working relationships with staff, contractors, consultants, officials, and the public.

SPECIAL REQUIREMENTS Must possess a valid driver's license.

EQUIPMENT

Personal computer, related software, and printer(s). Telephone, cellular phone, fax machine, copier, and two-way radio. Hutchinson Utilities Commission vehicle(s).

WORKING CONDITIONS

Office conditions and some before or after hours meetings. Exposure to plants and facilities as required. Unscheduled hours for outages, emergencies or contingencies.

Exempt position per the FLSA. This position is not included in a bargaining unit.

Current Salary Range: \$102,394 - \$138,232

Starting salary dependent upon experience and qualifications.

HUTCHINSON UTILITIES COMMISSION
ADDENDUM TO JOB DESCRIPTIONS
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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 reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is routinely exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
