CLASS SPECIFICATION
Hydroelectric Power Project Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs the activities and personnel of the Portland Hydroelectric Project (PHP), a Division of the Water Bureau; administers the contract with Portland General Electric (PGE) for the sale of power generated at City-owned hydroelectric facilities; approves expenditures for facility maintenance and repair; ensures compliance with bond financing requirements; ensures compliance with all federal, state and local laws and requirements regulating hydroelectric facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for planning, organizing, and directing the activities of the Hydroelectric Power Division of the Water Bureau, including power sale contract administration, regulatory compliance; management of the division budget, and supervision of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Manages, oversees and directs the activities of the Hydroelectric Power Project; develops and approves project policies, work plans and budgets; manages the project operating budget; manages expenditures associated with capital improvements and repairs to power generation facilities.

2. Plans, organizes, controls, and evaluates the work of staff; develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations, and consistent with regulatory and contractual requirements.

3. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

4. Works to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's

mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

5. Administers the City's power sales agreement with PGE; when necessary, works with the City Attorney's Office to amend the agreement; ensures that the revenues the City receives from power sales conform with the agreement; coordinates capital improvements at the hydroelectric facility with PGE; coordinates communications among PGE, the Federal Energy Regulatory Commission (FERC) and the Water Bureau on watershed maintenance requirements as they affect City owned hydroelectric facilities and associated project infrastructure.

6. Ensures that appropriate payments are made to the PHP's bond trustee; coordinates financial activities with other city bureaus and divisions such as Treasury, Debt Management, Accounting, and Financial Planning.

7. Reviews and evaluates the effects of federal and state standards and requirements on hydroelectric power generation at City facilities; confers with representatives of FERC and other regulatory agencies to resolve technical and compliance issues; confers and coordinates with bureau staff and PGE to discuss systems and processes to ensure compliance with requirements.

8. Ensures compliance with conditions set out in licenses, permits, and agreements from regulatory agencies, including FERC, Oregon State Water Resources Department, the Oregon State Department of Fish and Wildlife, and the U.S. Forest Service.

9. Ensures that performance regarding standards, specifications and regulatory requirements are reported to regulatory agencies.

10. Prepares a variety of special and recurring studies and reports; coordinates project activities with other bureaus and agencies.

11. Coordinates selection of and contracting with consultants specializing in engineering, finance, law or other professions as needed to fulfill the requirements of the operating license.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Equipment, methods, and processes involved in hydroelectric power generation.
2. Administration of power sales contracts.
3. Principles and practices of public debt management.
4. Local, state and federal laws, codes, and regulations pertaining to hydroelectric energy generation.
5. Current dam safety standards and dam stability analysis techniques.
6. Administrative principles and methods including goal setting, program development and implementation.
7. Principles and practices of budget preparation and administration.

8. Computer software applications related to the work.
9. Principles and practices of effective human resource management and supervision.

Ability to:

1. Select, motivate and evaluate staff and provide for their training and development.
2. Prepare, administer and monitor a division budget.
3. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
4. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
5. Prepare clear and concise records, reports, correspondence and other written materials.
6. Communicate ideas clearly and concisely both orally and in writing.
7. Exercise independent judgment and initiative within general policy guidelines.
8. Establish and maintain effective working relationships with those encountered in the course of the work.
9. Ability to administer contracts with consultants and to review and critique consultants' reports.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in engineering, business, environmental science or a related field; and five years of progressively responsible administrative and supervisory experience in hydroelectric power generation and sales; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 01-08-04; effective 07-01-02.

Revised:

Class created in response to a Request for Reconsideration arising from implementation of the Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3167 SUPERVISING ENGINEER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7601 to 30000657, due to system change.