



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Utility Planner
REPORTS TO: General Manager

STATUS: Non-exempt / Non-union
RANGE: 26

POSITION SUMMARY: Performs duties in the following areas: assists in monitoring of compliance with policy directives, regulations, laws and contracts; provides strategic and operational planning support to management; plans and implements new technology, and improvements to services; monitors new legislation, regulations, and contract impacts; acts as a liaison with other departments; assists with the administration of wholesale and retail contracts; assists in conducting a wide variety of analyses, studies and projects; assists in development of electric and water plans and retail rate design; compiling and keeping records; prepares correspondence and reports. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Participates in setting goals and objectives, implementing the business purpose and helping to ensure SUB's values and principles are adhered to within assigned areas of responsibility.
5. Demonstrates creativity and conceptual thinking and explains technically complex subjects to others in an effort to accomplish SUB's goals.
6. Assists in development of analytical and predictive models with a focus on wholesale power planning and electric and water usage trends.
7. Conducts analyses and studies related to market risk; price sensitivity; technical, market or economic feasibility of wholesale and retail business opportunities; contract performance; operating performance; and other studies as assigned.
8. Participates in updates of SUB's Power, Conservation and Water Plans.
9. Assists in the evaluation of regional and local electric and water resource opportunities.
10. Maintains records of SUB's utility activities and provides input to SUB's records management system.

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11. Provides input on strategies that provide benefits to SUB and its customers to use electric and water resources more efficiently.
12. Provides analysis of state and federal regulations which affect electric or water operations.
13. Provides reports on progress of various utility activities.
14. Assists in developing communications to utility staff and entities outside the utility.
15. Participates in regional electric and water forums that involve resource planning and rate design.
16. Assists in the development of rate design for electric, water and telecommunications services.
17. Provides technical support on a wide variety of studies and projects.
18. Utilizes effective time management skills.
19. Contributes to a positive, inspiring and motivating work and team environment.
20. Participates in regular and impromptu staff meetings to share information.
21. Maintains confidentiality of organizational and staff information.
22. Recognizes contributions and celebrates small and big individual and team accomplishments.
23. Maintains a current Oregon driver's license and maintains a good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member

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- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Experience with technical planning and modeling is preferred, but not required
- Will provide training if the other knowledge, skills, abilities and education requirements are met

Knowledge, Skills & Abilities

- Technical applications, financial management, project management and relationship development
- Specific computer skills required include a comprehensive understanding of Microsoft Word, Excel and PowerPoint software, with an emphasis on spreadsheet development and a working knowledge of Excel macros
- Analytical mathematical and financial skills
- Strong emphasis on written and oral communication skills
- Ability to condense technical information into clear and concise presentations

Education

- High school diploma or equivalent
- Bachelor's degree in Engineering, Economics, Business Administration, or related field

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **VISION**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on correspondence, reports, computer screens, labels and numerous other written documents.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.

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Color vision: Judges red, green and yellow traffic lights adequately to drive on highways.

- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet.
- **STANDING:** Stands on the job varying periods of time depending on the activity.
- **SITTING:** Sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture.
- **WALKING:** Walks around office (sites). Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors and some outside walking on asphalt.
- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds seldom. May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and keyboards data, uses 10 key, does data entry, uses computer, lifts occasionally overhead for supplies
- **TWISTING:** Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copier and printer.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, copier, fax, typewriter and other office equipment.