



Columbia Power & Water Systems

## Job Description

**Job Title:** Executive Vice President of Operations

**Effective Date:**

**Department:** General Administration

**Reports To:** President/CEO

**Classification:** Exempt

**Job Purpose:** To serve as immediate support to the President/CEO and responsible for the success of CPWS by assuring its relevance to the community and the fulfillment of its purpose, mission, and vision. The Executive Vice President of Operations is responsible for the management of the operational areas of CPWS and has the authority to carry out these responsibilities in accordance with the directives provided by the President/CEO and policies established by the City of Columbia Board of Public Utilities

**Supervises:** Vice President of Power Operations  
Vice President of Water Operations  
Vice President of Broadband Operations

### Supervisor Responsibilities:

- Responsible for the overall operational integrity of CPWS including system planning, strategic planning, and project management
- Responsible for the supervision and general operations of CPWS
- Strategically drive the organization's operational performance
- Responsible for executing strategic plan initiatives
- Oversee the operating fiscal activities of the organization including budget development and performance and assure revenues are maintained
- Oversee system-wide technologies to ensure integration, compatibility, and alignment with organizational goals and strategic initiatives
- Assure organizational quality and stability through development and implementation of controls, procedures, and continuous improvement initiatives
- Assure a work environment that recruits, retains, and supports quality employees
- Assure processes for selecting, developing, motivating, and evaluating employees

- Evaluate performance of Vice Presidents for compliance with established policies and objectives of the company and contributions in attaining objectives
- Responsible for compliance with CPWS policies, procedures, and regulations
- Provide general oversight of all CPWS operational activities, and assure a smooth, functioning, and efficient organization
- Assure the filing of all legal and regulatory documents and monitor compliance with relevant laws and regulations

**Duties/Responsibilities:**

- Oversee the management of engineering, operations, and construction for the systems
- Provide general oversight for all systems improvements, infrastructure, and plant construction
- Ensure delivery and management of safe and reliable electric, water, and broadband services to CPWS customers
- Develop and maintain the trust of the community and evaluate CPWS' value and effectiveness to the community
- Responsible for developing strategic plans and setting business objectives to support CPWS' mission and vision and providing them to the President/CEO for review and input
- Collaborate with the President/CEO to formulate the overall corporate strategy and objectives
- Responsible for keeping the President/CEO fully informed on the operational health of the organization and on all the important factors influencing it
- Assist in identifying partnership opportunities and overseeing implementation of such arrangements
- Act as an advocate for issues relevant to CPWS and its services within the public and private sectors, as well as, industry associates
- Serve as a spokesperson for CPWS, assuring proper representation of CPWS to the community
- Initiate, develop, and maintain cooperative relationships with key constituencies
- Work with local officials and regulatory agencies to promote legislative and regulatory policies that encourage a vibrant community and supports CPWS in providing quality services to its customers
- Other duties as assigned

**Required Skills/Abilities:**

- Acknowledge and adhere to all CPWS policies
- Regular attendance at work
- Perform duties safely without endangering self, others, and the public
- Ability to promote a positive atmosphere
- Ability to read and understand engineering guidelines and literature
- Ability to write

- Ability to give instructions
- Ability to listen attentively and respond to customer(s) or coworker(s) questions and concerns
- Ability to analyze and solve problems using facts and personal judgment
- Ability to work on different projects and adjust to changing situations
- Ability to deal with people in a courteous manner
- Ability to make good decisions and accomplish duties without close supervision
- Working knowledge of computer hardware and software, including extensive knowledge of Excel, Word, and PowerPoint
- Ability to understand fundamental principles of science and engineering
- Ability to develop a good understanding of public utility operational best practices and procedures
- Ability to develop a good understanding of CPWS' operational practices
- Ability to develop a good overall operating knowledge of the CPWS' utility functions
- Ability to work inside and outside and be exposed to noisy places, fumes, chemicals, toxic substances, and machinery
- Ability to be exposed to weather conditions that are cold, hot, rainy, and windy

**Physical Requirements:**

- Ability to lift 0 - 50 pounds for 1/2 hour a day
- Ability to lift and/or carry objects weighing 0 - 25 pounds for 2 hours a day
- Ability to walk and stand for 4 hours a day
- Ability to sit at a desk for 2 hours a day
- Ability to stoop, kneel, and crouch
- Ability to talk, see, and hear

**Education, Experience, and Qualifications:**

- Bachelor's degree in Engineering required
- Valid State of Tennessee Driver's License required
- Licensed Professional Engineer in the State of Tennessee or Master's degree required within 36 months of hire
- 10 years' experience in a Senior Leadership position with knowledge of and experience in management of a multi-service, municipal utility operation, and governance required
- Excellent written and verbal communication and networking skills required
- Mediator/Facilitator/Board management experience required

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the

current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.