



LENOIR CITY UTILITIES BOARD
ELECTRIC DEPARTMENT
Meter Department Supervisor

Date: March 11, 2024

Position Summary: This individual is accountable to the Director of Electrical Engineering and Operations. The role of this individual is to supervise all aspects of the Metering Department. This individual plans, organizes, directs and inspects the work of personnel involved in reading, installing, maintaining, replacing and servicing residential, commercial and industrial electric, water and gas meters; formulates and develops goals and objectives, manages lead personnel, and oversees day-to-day activities; and performs related duties as assigned.

This position is responsible for planning, organizing, reviewing, and evaluating all electric, water, and gas meter-related services including reading, maintaining, replacement, and field enforcement. Is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, including developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. This individual serve as a professional-level resource for organizational, managerial, and operational analysis and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

This position will provide leadership consistent with LCUB's core values, holding safety, ethical and compliant behavior, stewardship, and customer service as essential to success. This position will foster a positive and encouraging work environment. The Meter Department Manager must leverage technical and business expertise to lead, direct, and guide the Department.

Employee Expectations:

- Responsible for strategic leadership and oversight of core operational functions of the Meter Department
- Work closely with the Director of Electric Engineering and Operations, other senior leadership, reporting managers and supervisors
- Establish and develop substantive working relationships with peers, staff, and union leadership to enhance LCUB's culture of safety, compliance, inclusion, accountability, and innovation
- Foster a learning organization in which employees feel empowered to ask questions, respectfully challenge assumptions, and think creatively
- Develop and implement goals, objectives, priorities, policies, procedures, and resolutions as required to address the challenges of the Meter Department
- Assist with the development of the yearly budget for the electrical, water, and gas departments including labor and material cost for the meter department

- Responsible for the daily program management of the Electric, Water, and Gas AMI systems and infrastructure
- Develop and manage maintenance and efficiency programs to ensure reliable and efficient meter operations and associated communications related to AMI
- Provide staffing analysis and recommendations to the Director for each group within the Meter Department
- Attend and participate in industry conferences and meetings and required to develop and maintain working knowledge of current electric, water, and gas meters, AMI, technology and regulatory requirements
- Address additional and future duties that may be assigned by Director

Desired Qualifications:

- Bachelor's degree in electrical engineering, engineering technology, or similar field
- Five years of progressively responsible related experience including AMI systems, preferably in an electric utility or similar environment
- Highly motivated and approachable leader, with a demonstrated track record of safe operations excellence and leadership
- Ability to function both independently and as part of a team to communicate, promote, and drive positive change and continuous improvement
- Demonstrated learning agility and ability to develop technical acumen and working knowledge of distribution operations

Desired Knowledge, Skills, and Abilities:

- Deep understanding of AMI systems
- A strong understanding of business finances and ability to analyze financial data to make informed decisions and create budgets
- Demonstrated project management skills
- Knowledge of the principles of effective leadership and team building
- Ability to communicate clearly both orally and in writing
- Proficient with Windows, Microsoft Office, and general data analytics software

Physical Expectations:

- Sit or stand at computer for majority of working hours
- Bend, stand, walk, and occasionally exert up to 25 pounds of force
- Communicate effectively with staff, senior leadership, and general public in written and verbal form
- Tolerate occasional exposure to extreme weather during emergency events

Employee Benefits:

- Employee pension and retirement plans
- 13 paid holidays annually
- Paid time off for vacation and sick leave
- Medical, dental, and vision insurance
- Access to financial and retirement planning services
- Tuition reimbursement

Employer Summary: LCUB is a Municipal Utility located in Lenoir City Tennessee. The LCUB electric department serves Lenoir City, Farragut, a portion of Knoxville, unincorporated northern Loudon County, and unincorporated west Knox County. The system is 220 square miles and has approximately 74,000 customers and growing. The electric system does not generate any electric power, but purchases its entire supply from the Tennessee Valley Authority (TVA). LCUB has existed since 1938.

Despite being the sixth largest municipal utility in Tennessee, LCUB employees enjoy a small business culture with excellent benefits located in beautiful east Tennessee. It is no surprise that employees tend to stick around!

Lenoir City Utilities Board is an equal opportunity employer and complies with all applicable laws and regulations in our employment practices. All qualified applicants receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identify, age, physical or mental disability, or covered veteran status.

LCUB is a TN Drug-Free Workplace Program participant. All LCUB facilities and vehicles are tobacco-free.