

## JOB DESCRIPTION

**Department:** Electrical Department  
**Job Title:** Director of Electrical Services  
**Reports to:** Town Manager  
**Classification:** Salary; Overtime Exempt

### **Position Overview**

The Town of Richlands seeks an experienced utility professional to lead our Electric Department during an exciting period of transformation. As we implement our \$14 million natural gas generation project and manage our municipal electric utility, we need a dynamic leader who can blend traditional utility management with innovative power generation and distribution approaches.

### **Essential Responsibilities**

The Director will oversee all aspects of the Town's electric utility operations, including our existing distribution system and our upcoming natural gas generation facility. This comprehensive role encompasses strategic leadership of the Electric Department's operations, maintenance, and expansion initiatives. The successful candidate will manage power purchase agreements and local generation operations while overseeing the department's operational and capital budgets. They will develop and implement strategic plans for system reliability and growth while ensuring compliance with all federal and state regulations regarding public power distribution. The position requires sophisticated analysis of electricity rates, costs, and operational efficiency, as well as leadership of emergency response efforts during outages or system emergencies. The Director will maintain productive collaborations with regional utilities and power providers while directly supervising department personnel.

### **Critical Functions**

The Director will provide technical and administrative oversight of the Town's new 5MW natural gas generation facility and manage our power supply portfolio, including purchased power agreements and local generation. This role requires careful analysis and optimization of electrical rates for residential and commercial customers, along with the development and implementation of preventive maintenance programs. The Director will prepare and manage annual operational and capital improvement budgets while ensuring compliance with all safety regulations and industry standards. Building and maintaining relationships with regional utilities and industry partners will

be crucial for success in this position.

## **Required Qualifications**

Successful candidates must hold a bachelor's degree in engineering, with preference given to those with an Electrical Engineering focus. A minimum of 5 years of progressive experience in electric utility operations is required. A strong understanding of power generation, transmission, and distribution systems is essential, as is experience with utility rate structures and power purchase agreements. The position requires comprehensive knowledge of federal and state utility regulations, demonstrated leadership and personnel management experience, and strong analytical and problem-solving skills. Alternative combinations of education and extensive utility experience may be considered as equivalent qualifications.

## **Preferred Qualifications**

The ideal candidate will possess a Professional Engineering license and bring experience with natural gas generation systems. A background in municipal utility operations and knowledge of water and sewer utilities would be valuable assets. Experience with capital project management and familiarity with Southwest Virginia utility operations would distinguish exceptional candidates.

## **About Our Utility**

The Town of Richlands has provided reliable electrical service to our community since 1922. We are currently implementing an innovative natural gas generation project that will reduce costs for our customers and provide economic development opportunities for our region. This position offers the unique opportunity to guide our utility through this significant expansion while maintaining our tradition of excellent service.

## **Compensation and Benefits**

The Town offers a competitive salary commensurate with experience, accompanied by a comprehensive benefits package including health insurance and retirement. We support professional development opportunities and continuing education, including assistance with relevant certifications.

## **How to Apply**

Qualified candidates should submit a resume, cover letter, and three professional references to:

Jason May  
200 Washington Sq  
Richlands, VA 24641

[jmay@richlands-va.gov](mailto:jmay@richlands-va.gov)

Please include "Electric Director Position" in the subject line.

*The Town of Richlands is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

