

**PRAIRIE BAND POTAWATOMI NATION**  
**Structured Compensation - Job Description**  
**Utility Manager**

Data Year: 2023

Effective Date: January 1, 2024

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Department:	Administration	Grade:	4
Reports To:	General Manager of Operations	Classification:	Exempt
Supervises Direct:	0	Tier:	2
Supervises Indirect:	0	Scheduled Hours:	8:00am-4:30pm
Approved By:	Jonathan Roberts	Status:	Full-Time
Funding:	Supplemental	Hours Per Week:	40

**Role:**

The Utility Manager will be responsible for oversight on PBPB's goal of improving the energy efficiency and advancing network connectivity to the Nation by reducing both the amount of energy used and energy costs as well as supplying the Nation with advanced broadband capabilities so the community can reap the benefits and the opportunities of quality connection. This position will play a large role in providing the Nation with the opportunity to further support its efforts to protect its environment and natural resources, ensuring a safe, healthful, and productive environment for residents and visitors on the Nation's lands, as well as for the next generation to come.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 20% | Researching (keeping up-to-date technically and applying new knowledge to your job), collecting, and analyzing the Tribes energy consumption and expenditures as well as the Tribe's networking systems and identifying problems and opportunities. Benchmarking data. Developing or executing strategies to address issues such as energy use, resource conservation, recycling, pollution reduction, broadband connectivity, and building design.  |
| E | 20% | Perform technical and economic analysis of proposed projects. Analyzing financial records to improve efficiency. Estimating sizes, distances, and quantities; or working with other departments (construction, PEP, etc.) to determine time, costs, resources, or materials needed for projects. Perform evaluations, using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. Project scoping. Identification of potential funding sources. |
| E | 10% | Collaborating with internal and external stakeholders to achieve the Tribe's broader sustainability/connectivity goals. Establishing long-range objectives and specifying the strategies and actions to achieve them Recommending changes to The Tribe's laws and policies (such as adoption of specific EE codes and standards) to facilitate achieving The Tribe's energy/connectivity goals.  |
| E | 10% | Partnering with the Construction/PEP teams during the conceptual, design, procurement, and construction phases of energy, broadband, and other utility projects.   |
| E | 10% | Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Coordinating the production of weekly/monthly project progress reports and inform senior management on the project.  |
| E | 10% | Create and manage/lead the Utility Board and provide/recommend updates. Work within the Tribe's annual planning cycle to recommend energy/utility priorities for the upcoming year. Monitoring and controlling resources and overseeing the annual budget.   |
| E | 10% | Assisting and overseeing all grant opportunities and awards for the department. Assisting with preparation of RFP and contract documents for approved projects.  |
| E | 5%  | Identifying and sharing feedback from projects to accurately improve overall project quality, efficiency, scheduling, cost, and safety.  |
| N | 5%  | All other duties as assigned   |

### **Performance Measurements:**

1. Maintains department equipment and vehicles to comply with the Nations policy.
2. Collaborates well and holds weekly meetings with the Utility board, the Zoning Admin/ Building Official and PEP team, Procurement team, and the Construction Management team as well as outside partners/vendors.
3. Keeps budget expenditures within the approved budget during the fiscal/grant year.
4. Estimates and forecasts cost overruns prior to project completion.
5. Secured funding source(s) to assist w/ cost of utility/energy related projects.
6. Sets realistic deadlines for projects and successfully directs/guides other's assisting with the project.
7. Communicates effectively with GM and Tribal Council as well as all Nation department representatives.
8. Analyzes information and evaluates results in a timely manner to choose the best solution and solve problems.
9. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
10. Effective leadership skills-gets members of a group to work together to accomplish tasks and providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
11. Attends professional development workshops, organizational meetings, etc.
12. Arrives to work on time and submits leave requests in a timely manner. Must work a minimum of 40 hours per week within the scheduled hours of 8am to 4:30pm.
13. Complies with the Nation's and the departmental policies, procedures, and practices.

### **Position Requirements:**

*To qualify for this position, applicants must meet all minimum requirements as indicated by the asterisk (\*) by the closing date of this announcement.*

- Experience\* **MINIMUM:** Experience managing self-perform work. Experience leading multiple project teams. 5+ years of Engineering and Construction experience in Solar, Power Generation, Telecommunications, or large Renewable Energy facilities. 5+ years of managerial/project management experience.  
**PREFERRED:** 8+ years pf managerial experience. 8+ years of project management experience in Telecommunications or an Energy related field.
- Education\* **MINIMUM:** Bachelor's degree in Electrical Engineering, Construction Management, Business Administration, or related field.  
**PREFERRED:** Master of Business Administration or related field.
- Interpersonal\* Skills The ability to motivate or influence others is a material part of the job, requiring significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.
- Other Skills\* **Knowledge:**
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
  - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
  - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
  - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
  - Knowledge of general construction types, telecommunication installations, electric utility transmission and distribution grid installations, underground and aerial installations of electrical and telecommunications conductors.
  - Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
  - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems. Understanding the implications of new information for both current and future problem-solving and decision-making.

- Knowledge of occupational safety, policies, and procedures, when engaging with hazardous materials promoting a safety culture within the Nation.
- Knowledge of environmental compliance, knowledge of electrical, plumbing, and mechanical / technical code, compliance, and permitting regulations.
- Knowledge of network systems from each phase from design, development, to implementation.

**Skills:**

- *Coordination* — Adjusting actions in relation to others' actions.
- *Monitoring* — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* — Managing one's own time and the time of others.
- *Service Orientation* — Actively looking for ways to help people.
- *Management of Material Resources* — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- *Management of Financial Resources* — Determining how money will be spent to get the work done, and accounting for these expenditures.
- *Negotiation* — Bringing others together and trying to reconcile differences.
- *Complex Problem Solving* — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- *Judgment and Decision Making* — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- *Persuasion* — Persuading others to change their minds or behavior. *Systems Evaluation* — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system. Understanding the implications of new information for both current and future problem-solving and decision-making.
- High level of *interpersonal skills*.

**Abilities:**

- Must be available to work the assigned schedule and available as needed to work a flexible schedule to meet the demands of the position, which may include nights, weekends, holidays, and long working hours.
- Ability to be reliable, punctual, and dependable to meet the needs of the department and Prairie Band Potawatomi Nation. Selective Attention:
- Ability to work with frequent interruptions and the ability to multitask frequently.
- Change Management: Ability to adapt to change e.g., work environment, unexpected events, and procedures.
- Comprehension & Technology: Ability to learn new software.
- Ability to learn quickly, listen and understand and convey information to others, especially when diagnosing mechanical problems or job-related issues.
- Ability to oversee multi-million-dollar projects related to energy/utilities/telecommunications.
- Ability to build relationships, manage projects/tasks, and lead people.
- Must be able to occasionally travel including overnight stays.

**Physical Requirements**

Physical requirements are based on an 8-hour workday and may vary to meet the demands of the department.

This work is sedentary.

Sitting for a period of 4 hours at one time with a total of 4 hours per day

Standing for a period of 2 hours at one time with a total of 2 hours per day

Walking for a period of 2 hours at one time with a total of 2 hours per day

Lifting: up to 20 lbs. frequently; 51-100 lbs. occasionally

Carrying: up to 20 lbs. frequently; 51-100 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulating and manual dexterity.

Bending and squatting, occasionally; and reaching above shoulder level occasionally.

Being around moving machinery, driving automotive equipment, exposure to dust, fumes and gases and marked changes in temperature.

Keyboarding: up to 6+ hours per day

Work Environment	Regular exposure to favorable conditions such as those found in a normal office.
Background and Clearance Requirements	Background Investigation Pre-Employment Drug Screening
Indian Preference	Indian preference exercised.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The Prairie Band Potawatomi Nation (PBPB) reserves the right to revise this job description at any time. The PBPB may exercise its employment-at-will rights at any time.

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Printed Employee Name

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Date

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Employee Signature