

General Manager **Chester Municipal Electric Light Department**

CMELD is seeking an experienced, community-oriented professional to serve as its General Manager. This position is responsible for the overall administration, operation, financial management, and strategic direction of the department. The General Manager reports directly to the Municipal Light Board.

Essential Duties and Responsibilities

- Direct and oversee the daily operations of CMELD
- Prepare and submit vendor warrants, monthly sales tax and bi-weekly payroll
- Prepare, submit and balance turnovers
- Maintain general ledger in SAGE
- Maintain employee records
- Supervise and support department personnel while promoting a safe and productive work environment.
- Develop and administer the department's annual operating and capital budgets.
- Monitor revenues, expenditures, cash flow, and financial performance to ensure fiscal responsibility.
- Work with CPA to prepare financial statements to ensure compliance with GAAP and FERC accounting standards.
- Prepare reports, recommendations, and presentations for the Municipal Light Board.
- Develop long-range strategic plans and capital improvement programs for the electric distribution system.
- Ensure compliance with applicable federal, state, and local laws, regulations, safety standards, and industry best practices.
- Work closely with linesmen to oversee electric system maintenance, construction projects, vegetation management, infrastructure improvements and to coordinate engineering, consulting, construction, and service contracts.
- Manage purchasing and procurement in accordance with municipal policies.
- Respond to customer concerns and maintain positive public and community relations.
- Manage customer collections through shut-offs and third party collections.
- Answer emergency phone 24/7 and coordinate emergency response and system restoration during outages and severe weather events
- Represent the department before regulatory agencies, state organizations, municipalities, contractors, and utility partners.
- Pursue opportunities for operational efficiencies, grants, energy programs, and technological improvements.
- Perform other duties as assigned by the Municipal Light Board.

Minimum Qualifications

- Five or more years of progressively responsible experience within a municipal power utility.
Bachelor's degree in business administration, Engineering, Public Administration, or Utility Management preferred.
- Demonstrated knowledge of electric utility operations, budgeting, finance, personnel management, regulatory compliance, and customer service.
- Strong leadership, organizational, communication, and decision-making skills.
- Ability to establish effective working relationships with employees, elected officials, customers, contractors, regulators, and the public.
- Valid driver's license.

Compensation and Benefits

The CMELD offers a competitive salary commensurate with qualifications and experience, \$28-\$32 @ hour, together with a municipal benefits package.

This is a full-time flex 32-40 hour work week.

Applicants not meeting minimum qualifications will not be considered for the position.

Please send letter of interest and resume to 88lot.ds@gmail.com

CMELD is an Equal Opportunity Employer