



## Hardwick Electric Department Job Description

**Title:** General Manager  
**Reports to:** Board of Commissioners  
**FLSA Status:** Exempt

### General Description

The General Manager is responsible for managing the Town of Hardwick Electric Department (HED) and positively representing the Department through effective and collaborative communication with all relevant stakeholders. The GM will develop short and long-term departmental strategies, safeguard HED's financial health, ensure effective service for 4,300+ electric customers, and maintain compliance with Federal and State regulations under the authority and policies of HED's Board of Commissioners.

### Education / Experience

- At least seven years of progressive responsibility in leadership roles, bachelor's degree, or equivalent education and experience in a public utility or comparable environment.
- Qualified candidates will have a working knowledge of the wholesale power and renewable energy sectors, and a detailed understanding of how the electric industry operates within Vermont, FERC, and ISO-New England's utility regulations.
- A valid driver's license.

### Essential job functions

- Representing HED to the public, maintaining and improving relations with the Department's customers and users.
- At times of outages, perform a leadership role in restoring service.
- Developing operating and capital budgets.
- Implementing financial planning strategies, including the timely filing and implementation of rate adjustment proposals and financing applications.
- Working with department staff to ensure the proper operation and maintenance of the Department's generation, transmission and distribution systems and other facilities to the highest utility performance standards.
- Developing short-and long-range system planning to ensure the efficient utilization of plant facilities, including an Integrated Resource Plan, power requirement studies, and construction work plans.
- Establishing and maintaining a positive working relationship with the Board of Commissioners, Town Manager, and Select Board, reporting the results of overall operations, and being proactive in ensuring the Department's initiatives, programs, and services are updated regularly to reflect market dynamics and member system needs.

- Recruiting and maintaining a dedicated staff of competent employees to carry out the functions of the Department including:
  - Managing, either directly or indirectly, all hiring and supervising of Department employees
  - Negotiating wages, benefits and working conditions with members of the International Brotherhood of Electrical Workers Union (IBEW)
- Other duties and responsibilities as assigned.

### **Competencies**

- Ability to resolve technical and complex administrative problems.
- Ability to handle multiple tasks and be detail-oriented while working with a wide variety of people.
- Thorough knowledge of the principles of personnel and financial management, read and understand financial statements.
- Ability to communicate effectively both verbally and in writing with a wide variety of people.
- Ability and willingness to make effective public presentations at a wide variety of forums
- Strong knowledge of business administration, power supply, financial principles, electric utility operations, and human resources management.
- Strong understanding of electricity and electric grid systems sufficient to make informed decisions on behalf of utility in dealing with contractors, vendors, customers and others.

### **Hiring**

- Hardwick Electric is an equal opportunity employer. All qualified applicants are encouraged to apply.
- Compensation is market competitive and will depend upon qualifications and experience.
- In addition to a competitive wage, HED offers an excellent benefits package that includes a 401k Plan, pension plan, medical/dental insurance, life insurance, paid holidays, plus personal and vacation time.
- If you enjoy rural life, are ready to lead an excellent organization and take pride in what you do, please submit your resume to [customerservice@hardwickelectric.com](mailto:customerservice@hardwickelectric.com) or mail your resume to: *Hardwick Electric Department PO Box 516 Hardwick, VT 05843.*

### **About Hardwick**

- The Town of Hardwick is part of Vermont's "Northeast Kingdom" where outdoor and nature enthusiasts enjoy limitless activities year-round. Skiing, snowboarding, hunting, fishing, snowmobiling, hiking, cycling, and gardening are all readily available. You can also enjoy top notch restaurants and entertainment venues in Burlington, Stowe, Montpelier and surrounding areas.

## **Hardwick Electric Department Lineworker Position Opening**

The Town of Hardwick Electric Department (HED) is looking for fully qualified, ambitious and enterprising First-Class Lineworkers to fill vacancies within our operations team. HED is a member of Northeast Public Power Association and Vermont Public Power Supply Authority. We have 325 miles of overhead/underground power facilities, and our service area includes over 4,000 customers in 11 Vermont towns.

Applicants must be proficient in performing all overhead/underground transmission and distribution operations, construction, maintenance, and restoration duties in accordance with industry standard safe work practices for both energized and de-energized equipment. Successful candidates will be in the on-call rotation for after-hours outage response. Operations staff are paramount - and share responsibilities with HED - in educating and developing subordinate crew members as they progress through the Vermont Department of Labor lineworker apprenticeship program. Successful candidates will also possess and maintain a Vermont Class A Commercial Driver's License. Position requires probationary period of six months.

In addition to a competitive wage, HED offers an excellent benefits package that includes a 401k Plan, pension plan, medical/dental insurance, life insurance, paid holidays, plus personal and vacation time.

The Town of Hardwick is part of Vermont's "Northeast Kingdom" where outdoor and nature enthusiasts enjoy limitless activities year-round. Skiing, snowboarding, hunting, fishing, snowmobiling, hiking, cycling, and gardening are all readily available. You can also enjoy top notch restaurants and entertainment venues in Burlington, Stowe, Montpelier and surrounding areas.

If you enjoy line work and take pride in what you do, you can submit your resume to [customerservice@hardwickelectric.com](mailto:customerservice@hardwickelectric.com) or mail your resume to:

Hardwick Electric Department  
PO Box 516  
Hardwick, VT 05843