

City of Auburn, Indiana

Class Description

Title: Electric General Manager

Department: Electric

Division:

FLSA Status: Exempt

Job Code:

Updated: 09/09/2026

General Definition of Work

Performs work managing and overseeing a diversity of field, operations, customer service, technical, and administrative staff responsible for the delivery, maintenance, and service of electricity to customers, coordinating long-term and strategic planning for the growth and overall sustainability of the Department, and any work as apparent or assigned.

This position reports to the Mayor.

Supervision is exercised over assigned department.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; transfers, promotes, demotes, suspends, and terminates; ensures deadlines for the Department are met; develops and achieves high performance and strategic objects for the Department; supervises daily operations.
- Develops, coordinates, and manages the strategic and planning initiatives for rate making activities, wholesale purchase power, electric grid infrastructure, operations facilities, equipment, staffing, and operations.
- Executes tasks related to large and complex subscribers.

Minimum Qualifications

Bachelor's degree and extensive experience in staff management and leadership, utility operations, customer service, project management, problem solving roles, communication or a combination of equivalent education and experience.

Special Qualifications

Valid driver's license in the State of Indiana.

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Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly and ability to hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Occasional
Extreme Cold, weather related	Occasional
Extreme Heat, weather related	Occasional
Noise Level	Moderate