



**POSITION: Assistant General Manager**

Job Type: Full Time, 40.00 Hours

Schedule: Monday- Friday, varies by work group

Position Type: Management

The compensation package is expected to range between \$130-160k in annual salary along with a generous benefit package (negotiable based on experience and qualifications)

**Position Summary:**

Under the direction of the General Manager (GM), assist in supervision and overall planning for a municipally-owned electric and natural gas company. The Assistant General Manager (AGM) will aid in the operation and management of MGED and will perform the duties of the GM in his/her absence, and will work closely with the Municipal Light Board (MLB). Attend meetings as required; develop energy and workforce projects with team members and outside consultants. Participate as part of a team in the operation of MGED's electric distribution and transmission, and natural gas distribution systems. Work on regional, State and Federal public policy issues. Take an active role in succession planning, training, performance reviews and workforce development.

**Assistant Electric Manager Duties:**

- Assist the GM in the preparation, review and approval of forecasts, long and short-term portfolio planning, rate design and reporting to State and Federal agencies.
- Provide strategic planning and supervision for major projects and generate regular progress reports.
- Develop annual budgets, action plans, and policy recommendations for review with MGED's MLB.
- Provide leadership, motivation, and direction by reviewing operations policies and procedures.
- Work with GM and Management on human resource requirements, performance appraisal process, cross-training and succession planning. Assist with hiring, labor negotiations, employee development and disciplinary action process.
- Assist with communications, presentations, and community engagement with customers, local, State and Federal government agencies.
- Review and conform to the general laws of the Commonwealth of Massachusetts governing municipally owned utilities (Chapter 164), Municipal and other laws and regulations as applicable.
- Work with the GM to resolve customer and staff issues with consultants and legal counsel.
- Coordinate review of insurance coverage and manage claims activity.
- Respond to emergency situations at short notice and perform other related duties as required.

**Qualifications:**

- Bachelor's and/or Master's Degree in business/public administration, engineering or related field with at least fifteen years of experience in the utility industry including team management, and at least seven years working with a municipal electric or natural gas distribution system.
- Experience working with Federal, State and Municipal government officials, compliance reporting, and Project Permitting/review process.
- Renewable energy and energy efficiency experience preferred.
- Must be able to manage multiple projects/responsibilities simultaneously
- A valid Massachusetts drivers' license (required)

All interested applicants must apply in writing to Laura Robbins, Human Resources Supervisor, 32 South Main Street, Middleborough, Massachusetts 02346 or HR@mged.com

Applications are available at <https://www.mged.com/Employment>

MGED is an Equal Opportunity Employer