

## #10837 - ADMINISTRATOR III - External

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### ADMINISTRATOR III (Assistant Director,Safety Division #14342(Job Id 10837)

**Location:** US:NH:CONCORD

**Post Date:** 02/09/2018

**Category:** PROFESSIONAL & MANAGERIAL

**Close Date:**

**Employment Type:**

**Salary:** 63,999.000-76,830.000 USD

### Description

**State of New Hampshire Job Posting  
Public Utilities Commission  
Safety Division  
Administrator III, Assistant Director  
LG 31  
Position # 14342**

#### Summary:

To direct all aspects of the operations of public utility companies (electric, gas, water or telephone) through development and enforcement of state and federal statutes, rules and standards and oversees the Safety Division in the absence of the Director.

#### Responsibilities:

Assists the Safety Division Director in the administration of the division and performs duties of the Safety Division Director in his/her absence, ensuring prompt response on urgent matters.

Supervises and provides training for professional and technical Safety Division staff in the study, analysis, research and reporting of results on operational issues. Evaluates the work product of subordinates and prepares performance evaluations.

Institutes business processes in order to prepare and supervise the preparation of detailed reports, studies and testimony used to formulate recommendations to the commission on technical aspects in utility operations, public utility policy and engineering issues.

Analyzes technical aspects of utility operations such as capacity, reliability and safety (including cyber security) and costs of utility operations to ensure adequate planning to meet regulatory standards.

Investigates outages, health and safety violations, customer complaints, accidents and other conditions impacting the public and

recommends action or improvements.

Maintains important and continuous contact with officials of public utility companies or their representatives; consumers; state, regional and federal officials and special interest groups in the exchange, development and analysis of information on which public utility policy, strategic planning and the provision of safe and reliable service are based.

Develops in conjunction with the Commissioners, Safety Division Director and other management personnel, department policies and strategies to achieve agency goals and objectives and to meet statutory mandates.

**Minimum Qualifications:**

Education: Master's degree from a recognized college or university with major study in chemical, civil, electrical, environmental, industrial or mechanical engineering, or nuclear science & engineering.

Experience: Seven years' experience in the field of engineering, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in chemical, civil, electrical, environmental, industrial or mechanical engineering, or nuclear science & engineering

Experience: Eight years' experience the field of engineering, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

License/Certification: Valid New Hampshire driver's license.

For further information please contact Eunice Landry, Business Office Director [eunice.landry@puc.nh.gov](mailto:eunice.landry@puc.nh.gov), (603) 271-6008, 21 S. Fruit Street, Concord, NH. 03301.

**EOE**

TDD Access: Relay NH 1-800-735-2964