



Delaware Municipal Electric Corporation



Job Title:	Programs Manager: Lineworker Training, Mutual Aid & Facilities
Job Category:	Professionals
Job Grade Level:	36
Salary Range:	\$77,268 - \$123,650
Schedule:	Full-Time
Exemption Status:	Exempt
Reports To:	Chief Operating Officer

Interested applicants are encouraged to send a resume and cover letter to jobs@demecinc.net

Job Summary

The Programs Manager leads the development, implementation, and oversight of multiple programs and services that advance the Company’s Strategic Objectives. This position manages key initiatives including Lineworker Training and Apprenticeship Programs, Mutual Aid, and Facilities operations. This role ensures regulatory compliance, operational effectiveness, fiscal accountability, and high-quality service delivery while maintaining strong coordination with executive leadership, member utilities, regulatory agencies, and external partners. The role serves as the Facilities lead with responsibility for day-to-day stewardship of buildings, training facilities, and grounds. The ideal candidate is a self-motivated and technically proficient leader with demonstrated experience in program and project management, regulatory compliance, budget oversight, and stakeholder engagement. The successful individual will possess strong organizational, analytical, and communication skills, the ability to manage multiple priorities in a dynamic environment, and a commitment to operational excellence and member service.

Essential Job Duties

1. Responsible for the development, implementation, and management of special projects, formulate, organize, and monitor interconnected projects, including regular and timely updates, data gathering, and progress reports.
2. Maintain ownership of Lineworker Apprenticeship Program, ensuring ongoing compliance and registration with the State of Delaware Department of Labor, conducting periodic program reviews and updates to maintain regulatory alignment, industry relevance, and training effectiveness, and coordinating with third-party training providers for delivery, tools, and equipment.
3. Develop and oversee continuing education and advancement programs for Journeyman, Supervisor, and Advanced Lineworker training, aligning curriculum, logistics, and delivery models with member utility needs to enhance operational excellence, leadership development, and long-term workforce sustainability.

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4. Oversee the build-out, operations, and maintenance of Lineworker Training Yard, managing facilities, equipment, and safety standards while coordinating course logistics and external instructors to ensure high-quality, scalable training that directly benefits the membership.
5. Develop and oversee the Mutual Aid Program to ensure coordinated resource sharing during emergencies and planned events. Maintains mutual aid agreements, ensures compliance with applicable laws, and coordinates with internal and external partners to support operational readiness.
6. Serve as the organization's Facilities & Infrastructure Lead, responsible for day-to-day stewardship of buildings, training facilities, and grounds including execution of preventative and periodic maintenance programs, safety and compliance inspections, coordination and oversight of licensed contractors and vendors, and proactive identification of capital repair needs to ensure safe, reliable, and mission-ready facilities.
7. Develop and maintain strong trusted member relations by proactively engaging to understand operations needs, challenges, and strategic priorities; and ensuring responsive, solution-oriented support. Build credibility by delivering on commitments, maintaining confidentiality, and providing accurate, timely information. Collaborate with members to identify opportunities for program improvements, training enhancements and operational efficiencies.
8. Lead and manage communication and coordination of project activities between the Company and all involved parties, including member utilities, contract providers, and regulatory agencies, as applicable.
9. Provide support services and consulting to member distribution utilities relating to customer contacts, program reliability, and other issues as required. Support distribution of project information to board members and members utilities.
10. Research new and emerging innovative programs that could impact or benefit Members and provides updates and recommendations to executive management and various departments as needed.
11. Evaluate and identify potential program risks/weaknesses and act to institute required process steps to eliminate and/or mitigate the impacts of potential risks.
12. Develop budgets, project plans, processes, procedural controls, and implementation mechanisms for achieving and sustaining compliance with project schedules and program policies.
13. Monitor projects and oversee progress to ensure goals are met within prescribed timelines.
14. Work with marketing and communications to promote new programs and initiatives and educate users.
15. Develop and adhere to all team-related budgets.
16. Manage the storage of project documentation.
17. Collaborate with Subject Matter Experts (SMEs) to prepare responses to requests for information.
18. Track, calculate, and report program performance and margin metrics.
19. Keep informed of current developments in the field of public power distribution operations, particularly new legislation, recent court decisions, administrative decisions, professional trends, and technological advances that might affect member operations.
20. Provide support to legislative staff as directed by Executive Leadership.
21. Prepare and report to internal and external parties, as necessary.
22. Other projects/duties as assigned for the overall benefit of the Company.

Other Job Duties & Responsibilities



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

After Hours Responsibilities

The incumbent in this position must have the ability to work additional hours, including weekends and evenings as occasionally required with or without significant prior notice.

Minimum Education and/or Experience

1. Bachelor's degree from an accredited university in project management or related field.
2. Five (5) years of relevant and progressive responsibilities and experience or any other combination of experience and training which provides an equivalent to the minimum desirable employment standards.
3. Knowledge of electric utility distribution systems preferred.

Required Qualifications (Knowledge, Skills & Abilities)

Specific knowledge required to satisfactorily perform the functions of the position include:

1. Strong knowledge of and experience in managing projects from concept to completion.
2. Knowledge of resources to find new and emerging innovative programs.
3. Knowledge of processes, procedural controls, and implementation mechanisms for achieving and sustaining compliance with program policies.
4. Knowledge of how to develop and control budgets for projects and services.
5. Knowledge of risk and resource management.

Specific skills required to satisfactorily perform the functions of the position include:

1. Excellent planning, project management, prioritization, organizational, database management, and procedure writing skills are required.
2. Excellent interpersonal skills, including the ability to facilitate, coordinate and lead work teams, and resolve interpersonal issues. Must be a consummate team player.
3. Strong working skills in computer technology including Microsoft Office Suite, with advanced Excel skills.
4. Excellent verbal and written communication skills including proofreading.
5. Self-starter who is motivated, proactive, professional, and driven by a positive action-oriented approach.
6. Highly accurate with an attention to detail that can stand up to the scrutiny of internal and external audits.
7. Highly reliable and responsible while demonstrating sound judgement, integrity, thoroughness, discretion, and dependability with a strong work ethic.
8. Excellent research, analytic, and deployment skills.

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Specific abilities required to satisfactorily perform the functions of the position include:

1. Ability to quickly learn Company policies and procedures.
2. Ability to use verbal and written communication skills to explain business concepts to staff, Members, and external stakeholders.
3. Ability to act and conduct tasks in an ethical and professional manner.
4. Ability to perform duties both independently and as part of a team, with sound judgement and initiative.
5. Ability to comprehend and prepare clear, concise, complex reports.
6. Ability to multi-task in a dynamic environment while working on multiple projects concurrently and properly prioritize tasks in a timely manner to meet deadlines.
7. Ability to respond to unplanned and high stress organizational situations calmly, quickly, and efficiently and to work in potential high stress situations for extended periods of time using critical thinking and problem-solving skills.
8. Ability to establish, build, and maintain effective working relationships with state, regulatory agencies, engineers, consultants, DEMEC staff, and DEMEC Members.
9. Ability to maintain confidential information.
10. Ability to build consensus positions and communicate clearly and effectively on a high level.
11. Ability to evaluate relevant information, conduct, appropriate analyses, and interpret the outputs to assess performance and influence business decisions; search for best solutions and respond quickly to new challenges.
12. Ability to remain positive in new or complex situations, manage change effectively, move between tasks without having to finish each one, consider the best alternatives when all of the information is not readily available, and be comfortable with level of risk and uncertainty.
13. Ability to secure and compare information from multiple sources to identify business issues, recognize the need for additional information and asks questions to obtain it, commit to an action after weighing alternative solutions against important decision criteria, include others in the decision-making process as warranted to obtain good information, make the most appropriate decisions, and ensure buy-in and understanding of the resulting decisions.
14. Ability to take prompt action to accomplish objectives and achieve goals beyond what is required.
15. Ability to assume personal responsibility for organizational achievements, challenge others to do the same, champion for quality and timeliness, and persist despite obstacles.
16. Ability to expand knowledge in a fast-paced industry and field.
17. Ability to travel.
18. Ability to successfully pass a State of Delaware background test.

Physical / Environmental Demands

1. Requires the use of standard office environment.
2. Incumbent frequently sits, walks and stands for an extended period of time.
3. Must be able to lift and carry related materials or parts of at least 25lbs while adhering to safety standards.
4. Must be able to lift materials overhead to complete job tasks as needed.
5. Must be able to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.

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Certificates / Licenses / Registration

1. Requires a current valid driver's license with no outstanding violations.
2. Requires adequate personal and vehicle insurance as specified in the Employee Handbook.

Special Requirements / Company Culture

The Delaware Municipal Electric Corporation requires that all employees must consistently demonstrate their ability to be professional, courteous, and competent in all their interactions with the public, members, and fellow employees.

Equal Employment Opportunity Statement

DEMEC is an Equal Opportunity Employer. DEMEC does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or other basis covered by appropriate law. All employment is based on qualifications, merit, and business need. Women, minorities, disabled individuals, and veterans are encouraged to apply.

Position posting will remain open until position is filled. For early consideration please apply before February 23, 2026