

SUPERINTENDENT – L&P

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To oversee and manage the work of staff responsible for the construction, maintenance and repair of overhead and underground electric lines and associated facilities within the Light and Power Department; to maintain a reliable electric system in order to minimize power disruptions; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Light and Power.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Light and Power.

Exercises direct supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Oversee and manage the work of staff responsible for the construction, maintenance and repair of overhead and underground electric lines and associated facilities within the Light and Power Department; maintain a reliable electric system in order to minimize power disruptions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for maintenance and operations staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Review work orders prior to crew assignments; conduct meetings with crew supervisors to assign tasks and review work methods; visit work locations to ensure work tasks are accomplished in an efficient and safe manner; inspect completed work orders to account for materials and labor expenditures.
6. Serve as resource to utility consumers on maintenance and operations issues; schedule installation of new electric services or maintenance on existing facilities.
7. Develop and implement preventive maintenance schedules for department vehicles and equipment.
8. As required, coordinate and assign crews to restore electric services during power outages and emergency situations.
9. Oversee the provision of safety training for all assigned employees; arrange or conduct safety training; ensure all training is documented and in compliance with mandated requirements.
10. Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

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11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Provide responsible staff assistance to the Director of Light and Power.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of electric utility maintenance.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an electric utility maintenance program including overhead and underground transmission lines and associated facilities.
Methods and techniques used in the operation and maintenance of overhead and underground distribution/transmission lines.
Electric line construction and materials.
Operational characteristics of tools, materials and equipment used in the construction and maintenance of electric transmission lines.
Rules, regulations and standards outlined in the National Electric Safety Code.
Federal and State safety and environmental regulations as they apply to the electric utility industry.
Occupational hazards and standard safety precautions.
Principles and practices of program development and administration.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive electric utility construction and maintenance program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Read and interpret electric drawings, specifications and maps.
Ensure the provision of safety training for assigned staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Develop, review and approve construction and maintenance standards, plans and specifications.
Ensure adherence to established safety rules, regulations and guidelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade supplemented by specialized training in electric utility power line construction and maintenance.

Experience:

Five years of increasingly responsible experience in electric utility maintenance or operations, including two years of supervisory responsibility.

License or Certificate

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting with some travel to attend meetings or conduct site investigations.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to distinguish colors, read small print, computer screens and other printed documents.