



## Electric Superintendent Utilities

UD-ED/1

### JOB SUMMARY

This position is responsible for supervising and coordinating the installation and repair of electrical utilities.

### MAJOR DUTIES

- Assigns, monitors and inspects the work of employees.
- Coordinates, assigns, and assists in the installation and maintenance of overhead and underground electrical lines.
- Enforces safety standards.
- Purchases materials and supplies as needed.
- Installs and maintains transformers and meters.
- Connects new services for residential and commercial customers.
- Performs electrical system maintenance, including changing poles and reconductor lines.
- Reads electric, gas and water meters.
- Responds to and remedies power outages.
- Trims and removes tree limbs from power lines.
- Assists in the installation and maintenance of traffic lights.
- Assists other utility departments as needed.
- Performs other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including personnel policies and procedures.
- Knowledge of city geography, including street and utilities locations.
- Knowledge of safety policies and procedures pertaining to the repair and maintenance of electrical services.
- Knowledge of the methods and practices of constructing, installing, maintaining, and repairing an electrical utility system.
- Skill in the operation of breakers, regulators and substation switches.
- Skill in the construction, installation, maintenance, and repair of electrical lines, transformers and meters.
- Skill in performing preventive maintenance on equipment.
- Skill in planning, assigning, inspecting, and supervising the work of other employees.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

### GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures, relevant federal and state laws, safety regulations, and traffic laws. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties in managing the repair and maintenance of an electrical utility system. The necessity of maintaining safe working conditions contributes to the complexity of the work.
- The purpose of this position is to oversee the department's electrical utility system service, repair, and maintenance operations. Successful performance helps ensure the efficient and effective provision of electrical services to the citizens of West Point.

### CONTACTS

- Contacts are typically with department personnel, other city employees, state and local officials, contractors, vendors, and the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors at work sites. The employee may be exposed to hazardous conditions, including high voltage electrical lines, inclement weather, and machinery with moving parts. The work may require the use of protective devices.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Apprentice Lineman, Groundworker, Lineworker, and Senior Lineworker.

### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five to eight years of related experience.
- Possession of a valid state issued driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain ITS certifications. (Certification must be obtained within one year of starting position).
- Completion of an approved three to five year apprenticeship/internship.
- Minimum of eight years combined experience with a minimum of three years in a supervisory position.
- Completion of supervisor training through an industry specific training program such as ECG or MEAG. Training from other entities comparable to these will be accepted.