

Job Description: ELECTRIC SUPERINTENDENT

PAY GROUP: U24

EEOC CATEGORY: Official

FLSA: Exempt

SUMMARY OF POSITION:

Ensures that the city's electric distribution system functions safely and properly and meets all required standards and supervises, organizes, assigns, and directs construction, installation, and maintenance of underground and overhead electric distribution systems.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Manager of Electric Utility.
2. Directs: Crew Leaders for Electric and Tree Trimming Crews, Journeyman II, Journeyman/Lineworker, Apprentice 1-4, and Contractors.
3. Other: Works with departmental employees, contractors, other utility companies, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Plans and assigns daily work activities of the Crew Leader and crew members using the City Works Program;

Responsible for training and enforcement of policies;

Responsible for the implementation of the apprentice program;

Reviews work in progress and completed work;

Responsible for the implementation of monthly safety meetings and apprentice committee meetings;

Supervises and evaluates subordinate employees within stated policy time lines;

Remains accessible for consultation in case of emergency;

Assists crew on job if necessary;

Oversees electric contractors work and tree trimming contractors work;

Meets deadlines on a regular basis under adverse situations;

Makes recommendations regarding hiring, firing, disciplining, or promoting subordinate employees;

Oversees, coordinates and assists with the activities of all personnel involved in the construction, operation, and maintenance of City of Seguin's high voltage, low voltage, overhead, and underground electric distribution system;

Oversees and participates in maintenance of electrical facilities performing preventative maintenance.

Organizes and requisitions materials needed for jobs;

Determines need for and purchases, or submits requests for approval to purchase, supplies and equipment;

Completes switching orders for different jobs;

Works with different computer software programs, City Works, Outage Management, Microsoft Word, and Excel programs;

Organizes jobs and trains other workers in the fundamentals of electric line work and safety precautions;

Prepares annual budget request to include but not limited to the operating budget, needed projects, and equipment;

Organizes and requisitions materials needed for jobs;

Maintains and oversees maintenance, inspections, and die-electric testing of vehicles and equipment;

Oversees maintenance and installation of street and security lighting, traffic signals and controls;

Maintains extensive records of work performed, prepares reports and meets different deadlines on a regular basis;

Attends in-house electric education and training sessions;

Responsible for customer relations when electric crews and contractors are involved;

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. October 25

Receives and deals with citizen complaints;

May act as Manager of Electric Utilities in the absence of the Manager of Electric Utilities;

Observes safety rules and procedures as well as ensure that all safety rules and City policies are followed by subordinate employees; and

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of: electric system operations and system circuits.

Working knowledge of: construction practices, tools, basic computer skills to include Microsoft word, excel, and different types of software, and materials used in the electrical field and techniques and safety practices (including rubber-gloving) involved in the installation and maintenance of electric distribution systems.

Knowledge of: electric, hydraulic, and mechanical fundamentals; electronics; and complex mathematical applications.

Demonstrated physical ability to: climb poles and towers with hooks and belt; perform CPR; lift and maneuver up to 112 lbs. (ie. Coils of wire, capacitors, poles, and transformers); bend, kneel, shovel; operate post hole digger; and perform strenuous work outdoors in varying, possible severe weather conditions (rain and lightning);

Demonstrated mental ability to: work under prolonged periods of stress due to the hazards of electricity; and tolerate working at heights and confined places for prolonged periods of time.

Ability to: respond to emergency situations during off hours; operate all vehicles in the department; repeat messages and wording without loss of meaning (involves having a clear, concise radio voice and good hearing and language understanding); learn City of Seguin policies and practices; read maps, interpret map logic, and understand electric diagrams; identify and choose among several alternative solutions for situations that change occasionally; interpret and apply established rules, regulations, and requirements; maintain extensive records; work with citizens in a pleasant and courteous manner; be constantly alert to and aware of the hazards involved; know and apply safety practices and principles in reporting and preventing accidents; communicate effectively, both orally and in writing; train others; delegate work to employees, lead by example, organize work load and motivate crews in a manner that keeps them productive and maintaining a positive attitude towards their work; maintain Texas driver's license (applicable to job responsibilities), and good driving record; must be able to lawfully report for emergency duty from residence within 30 minutes.

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Other: may handle toxic and/or hazardous materials or work in areas where such materials may be stored.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent; ten years of electrical utility experience, four of which involved training to become a Journeyman/Lineman; four of which were working as a Journeyman/Lineman in all aspects of line work, including the operation of a digger truck, bucket truck, trencher and other equipment commonly used in the Electric Distribution field; two of which involved supervising crews.

CERTIFICATES AND LICENSES REQUIRED:

State of Texas Class A (commercial) driver's license with air brakes. CPR Certification.

Department of Labor Certificate (DOL)

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