



## JOB DESCRIPTION

**Title:** Electric Superintendent

**Department:** Electric

**Reports to:** City Administrator

**Pay Grade:** 78

**Date Adopted:** February 15, 2021 (Resolution 6677)

**Previous Revision Date:** 2001

**Last Revision Date:**

**Type:**  Full Time

Part Time

**FLSA:**  Exempt  Salary

Non Exempt  Hourly

**Union:**  Yes

No

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### Job Summary:

Responsible for performing, supervising, directing, and coordinating the construction, maintenance, and repair of the City's electrical distribution and transmission system. Oversee the Electric Department budget.

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### Essential Functions:

1. Supervise employees within the Electric Department. Interview, hire, and train employees. Assign and schedule staff duties and responsibilities. Direct, motivate, and evaluate personnel and their work. Handle disciplinary problems and assist with correcting any employee deficiencies. Schedule training to aid in developmental needs of staff.
2. Plan, assign, coordinate, and evaluate the work of subordinate personnel in all phases of the electrical distribution system such as construction, installation and repair/maintenance of the City's electrical distribution substations, delivery systems, and operating equipment.
3. Develop and/or review the design of additional transmission and distribution substations.
4. Develop plans and work schedules for maintenance and/or repair projects. Determine personnel, equipment, and material resources needed to complete tasks and coordinates to ensure work is completed in an efficient manner.
5. Oversee field work to ensure work time schedules and quality standards are being met. Maintain awareness of current design standards and field work methods for projects or tasks.

6. Ensure utility access for new development including residential and/or industrial construction; coordinate with other utility services in delivery; and provide notification of service.
7. Respond to inquiries and complaints regarding all electrical distribution matters. Use tact and professionalism in responding to inquiries, complaints, or customer service requests.
8. Research and perform troubleshooting functions during emergency situations and/or power outages to determine cause and develop/implement appropriate course of action.
9. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future electrical methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
10. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
11. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
12. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
13. Attend professional development conferences, seminars, and classes.
14. Employee must be able to be "on-call".
15. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
16. Employee must be able to work extended hours in an emergency.
17. Attend staff and BPW meetings and City Council meetings as required.
18. Attend meetings with Economic Development prospects as required.
19. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
20. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
21. Keep confidential information confidential.

22. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
  23. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
  24. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
  25. Perform other work which is consistent with the essential functions of the job.
  26. Perform other duties as assigned.
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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with air brakes preferred.

Possession of or ability to obtain any required State licensing or certifications within six (6) months from date of hire.

Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in electric engineering or a related field, or an equivalent combination of education, training, and experience.

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**Experience:**

Six (6) years experience on a distribution system with at least two (2) years in a supervisory context, or equivalent combination of education, training, and experience. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. General construction skills.
5. Good driving skills.
6. Ability to read and comprehend.
7. Ability to prioritize work.
8. Operation of heavy and light construction equipment.
9. Ability to facilitate meetings.
10. Good computer application skills.

11. Ability to use automated work management system.
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**Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Diplomacy and judgement.
  12. Logical reasoning.
  13. Ability to work under distracting conditions.
  14. Ability to adapt to changing environment.
  15. Concentration.
  16. Ability to analyze problems and recommend possible solutions.
  17. Ability to read and interpret blueprints and write specifications.
  18. Electronic/electrical aptitude.
  19. Ability to train and guide others.
  20. Ability to take on a leadership role.
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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
  2. Ability to withstand extreme weather conditions.
  3. Exposure to vibrations.
  4. Ability to transverse rough terrain on foot.
  5. Ability to work with exposure to noise.
  6. Ability to distinguish among colors.
  7. Ability to work at extended heights.
  8. Ability to drive city vehicle.
  9. Ability to lift up to sixty (60) pounds.
  10. Ability to bend, climb, crawl, stand, and stoop.
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**Supervisory Responsibility (Direct and Indirect):**

Direct      Electric Engineer  
                  Electric Tech I  
                  Electronic System Analyst  
                  Electronic Tech I  
                  Distribution Foreman  
                  Storekeeper  
                  Substation/Transmission Foreman  
Electric Superintendent

Indirect     Apprentice Lineman  
                  Journeyman Lineman  
                  Second Class Lineman

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

  
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Tobias J. Tempelmeyer, City Administrator

2-16-21  
Date