



JOB DESCRIPTION

ELECTRIC SUPERINTENDENT (Exempt/Management Position)

DEFINITION

Under direction of the Electric Utility Director, plan, schedule, assign and supervise the work of line crews engaged in the construction and maintenance of overhead and underground electrical distribution systems, substations, Hydro facilities and street lighting systems; provide safety, technical and construction training to crews; and to do related work as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Direct the construction and installation of system extensions and additions of underground and overhead electrical distribution lines and related systems. (E,M)
- Coordinate the work of crews with property owners, contractors, other utilities and City departments. (E,M)
- Supervise, train and evaluate subordinates. (E,M)
- Supervise from plans and blueprints the installation of electric lighting, transmission, generation and distribution systems. (E,M)
- Work closely with the Power Engineer in the review of work methods, materials and procedures and on the implementation of designed projects. (E)
- Ensure that proper safety precautions and Federal, State and City codes are followed when crews are working
- Position requires additional expertise of codes and safety procedures. (E,M)
- Performs project manager and Inspection duties for contract work for conformance to City standards and accepted practices. (E,M)
- Requisition tools and equipment for projects. (E)
- Inspect the work of line crews while in progress and upon completion. (E,M)
- Develop and implement condition based and preventative maintenance programs for distribution systems and other electrical equipment. (E)
- Support the preventative maintenance programs for substations and the hydroelectric generation plant. (E)
- Assists in the development of and implements the Department's policies, procedures and practices. (E)
- Review and comment on plans and specifications submitted by contractors and consultant engineers.
- Responsible for the accurate as-built drawings.
- Monitors and reports on abnormal system conditions.
- Maintain accurate time records and prepare various system reports. (E)
- Oversee proper handling and disposal of oil and oil filled equipment in compliance with regulatory requirements. (E)
- Ensure compliance with all City, State and Federal safety, reporting and training regulations.
- Participate in budget preparation and administration. (E)
- Prepare and present presentations and staff reports and attend meetings that are outside of normal business hours. (E)
- Maintain open communications with Department management of work progress and personnel issues. (E)

QUALIFICATIONS

Knowledge of:

- Methods, materials and tools used in the construction and maintenance of overhead and underground street lighting and electrical distribution systems.

- Laws and regulations covering the erection, construction and maintenance of overhead and underground power lines in California.
- Installation and maintenance of transformers, circuit breakers, switches, meters and other electrical equipment.
- Principles of supervision, training and performance evaluation.
- Safe equipment operation and construction work practices.
- Record-keeping and reporting procedures.
- Microsoft applications such as Word, Excel and Outlook and other software as necessary.

Ability to:

- Plan, schedule and assign work for others.
- Read and interpret construction plans and specifications.
- Supervise, train and evaluate subordinates.
- Keep records and prepare reports.
- Make estimates of materials and costs.
- Follow oral and written instructions.
- Communicate clearly both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Research, learn and implement new technologies

Experience:

- Minimum of five years journey level electrical line work.
- Minimum of two years supervising qualified electrical line workers.

Education:

- High School Diploma or G.E.D.
- Certification in First Aid, CPR and AED
- Journeyman lineman recognized by the IBEW 1245.

Necessary Special Requirement:

Possession of an appropriate valid California driver license.

Residency Requirement:

All members of the Electric Unit shall be expected, within six months of hire, to establish permanent residence allowing response to the Electric Shop within 35 minutes of notification to report.

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