

Electrical Utility Superintendent

General Statement of Duties

Performs supervisory and skilled advanced journey level work in the construction, maintenance, and repair of overhead and underground lines in the electrical distribution and transmission system.

Distinguishing Features of the Class

An employee in this class supervises a crew and participates in a variety of skilled and technical tasks associated with the electric distribution facilities and lines. The employee plans and assigns work to the crew, anticipates needs and orders equipment and supplies needs, and maintains expenditure within the approved budget. Work involves supervising and participating in the work, providing on the job training to line workers, supervising line clearance, trouble-shooting outage problems, and participating in hiring, conducting performance coaching and providing input on performance evaluation and disciplinary actions. The employee is required to have considerable knowledge of the safety requirements and possible hazards involved in power line work. Independent judgment is exercised in determining the most appropriate methods and equipment when working with high voltage wires. Work requires frequent on-call and callback responsibilities. The employee is subject to hazards associated with electrical work including working in both inside and outside environments, in extreme temperatures as well as various storms, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dust, mist, gases, confined spaces, poor ventilation, and oils. Work is performed under the general supervision of the Manager and is evaluated by customer satisfaction, for conformance to operational and safety standards, and productivity and safety of the crew. The employee is required to follow Electricities standards in the construction and maintenance of the Tri-Town electrical system including substation, all feeder lines, and equipment.

Duties and Responsibilities

Essential Job Duties

Plans, assign work orders or projects to crews, inspects work for adherence to standards, productivity, and quality and participates with crews in underground and overhead distribution system construction, maintenance and repair, and line clearance work; anticipates problems with overhanging limbs and trees and trims trees.

Ensures safety training and adherence to safety regulations.

Plans and projects budget needs and recommends to the Manager; purchases materials and supplies; maintains inventory stock of electric supplies; ensures operates within approved budget.

Coordinates installation of electric service, lights, and others with customers. Participates in hiring; orients and trains new workers; develops skills of subordinates; monitors performance,

coaches, provides input on employees' evaluations and recommends disciplinary action; instructs and insures proper use of safety equipment and procedures.

Installs, maintains and repairs transformers and electric meters, single and three phase substation regulators, and wiring meter bases; installs and repairs substation power poles, cross-arms, cutouts, lighting arrestors and substation switching; trims trees away from power lines maintain right of ways.

Supervises and participates in making emergency repairs during disruption of service; leads and participates in trouble-shooting and prioritizing work during power outages and other service abnormalities. Prepares and maintains varied records and reports. Prepares and maintains varied records and reports.

Operates varied heavy equipment such as bucket truck, backhoe, line truck, trencher and dump truck in performance of duties. Reads meters and records readings; replaces meters.

Additional Job Duties

Assists with special projects as needed such as hanging holiday lights and special events. Performs related duties as required. Communicate and coordinate with Tri-Town partners in maintaining the overall system.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the standard techniques and practices used in underground and overhead power line construction and maintenance work.

Thorough knowledge of the use and care of all tools, equipment, and supplies used in underground and overhead power distribution work and skill in operation of tools and equipment.

Thorough knowledge of the hazards and safety precautions involved in power line work. Thorough knowledge of the principles of electricity as related to transmission and distribution. Working knowledge of supervisory principles, policies, and practices including motivation, communication, budget, performance coaching and related tasks.

Knowledge of organizational purchasing, and personnel policies and procedures. Working knowledge of the application of information technology related to duties. Ability to work on energized high voltage lines independently and to take precautionary measures to avoid accidents.

Ability to communicate effectively in oral and written forms.

Ability to be tactful and use diplomacy in dealing with the public, especially in handling and resolving complaints.

Ability to exercise sound judgment and initiative.

Ability to respond to any emergency situation in a fast and efficient manner. Leadership ability to make decisions and supervise lower-level technicians.

Ability to maintain effective working relationships with the public, other employees, and supervisors.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate mobile equipment, to use measurement devices, to monitor work site progress, to perform skilled electrical tasks, to inspect and assemble small parts, and to analyze, prepare and keep records.

Desirable Education and Experience

Graduation from high school supplemented with technical courses related to electricity and electrical theory, at least considerable experience as an electric line worker first class, and crew or supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license; line certification by Electricities or equivalent