

Superintendent of Electric

Department: Electric

Reports To: City Manager

Supervises: All line department personnel including, but not limited to Foreman, Lead Lineman, Linemen, AP, Groundmen, and Meter Readers. All Power Plant personnel including, but not limited to Power Plant Foreman, Maintenance personnel and operators.

Classification: Exempt

Salary Range: Negotiable

Position Summary

To direct the construction, maintenance and operation of the Municipal's distribution lines and 38mw generation plant. To ensure employees maintain safe working habits for the personnel in the department. To render prompt, efficient and reliable service that will promote goodwill between the Municipal and customers. Be responsible for the administration of the Power Plant. Keep records necessary for both State and Federal Governments. To assist in planning both long- and short-range goals. This position may be appointed to IMEA Board of Directors by City Council.

Essential Duties and Responsibilities

A. Personnel

- Reviews periodically the activities of immediate subordinates and recommends to the City Manager any personnel changes or additions needed.
- Develops and maintains morale and enthusiasm among crew; recognizing abilities and accomplishments and recommending promotions as conditions warrant.
- Does employee evaluations on a yearly basis.
- Is able to make recommendations as to the hiring of new employees.
- Supervises all Distribution and Power Plant employees.
- Will make recommendations regarding dismissing of employees.
- Keeps records such as: vacation, over-time and sick-time for all employees.
- Coordinates vacation schedules with work schedules.
- Develops an apprentice training program.
- Develops a Safety/Training program for all employees.

B. Operations

- Customers: creates understanding and support of the Municipal in resolving customers' problems; to explain services offered, rates, policies and procedures which the Municipal has established to meet the electrical needs of the customers.
- Is continually being educated on new developments in operational methods and equipment that can improve the system's reliability.
- Investigates consumer complaints and requests, performing and assigning work as required.
- Maintains and promotes good customer relations.
- Participates in National (American Public Power Association) and State (Illinois Municipal Utilities Association) organizations in order to improve technical skills and abilities.
- Local, County and State Highway Departments: cooperates with the personnel of these departments relative to the location and re-location of distribution lines and facilities.
- Consultants: works closely with the consulting engineer in establishing of system plans.
- Keeps records as prescribed by State and Federal Governments.

- Keeps P.C.B. disposal, storage, and records as outlined E.P.A. regulation 40 C.F.R. 761. Failure to do so may result in levied fines or imprisonment or both.
- Responsible for the City's fuel storage and dispenser maintenance and records.
- Review and approve all renewable energy projects connecting to the system.

C. Directs and Organizes

- Supervises and analyzes load and voltage studies on a continuing basis and is constantly aware of the weak area of the system.
- Sees that personnel follow the best safety practices and that working equipment is used properly and kept in good working condition.
- Reports to the City Manager and Council on the status of work activities, including planned construction and maintenance.
- Develops short- and long-range planning of requirements for construction, operation, and maintenance of the Electric System.
- Reviews and approves activities on matters pertaining to construction, operation, and maintenance of the Electric System and keeps the City Manager and Council informed on the progress of work being done.
- Obtains information in regard to inventories necessary to achieve the scheduled work objectives.
- Administer budget for Electric Departments.
- Responsible for 35 million plus dollars of equipment.
- Oversees all major capital improvements on the Electric System.
- Direct preparation for large construction projects.

Knowledge, Skills, and Abilities

- 15 years experience in the City Electric System
- Be diversified in occupations
- Possess qualities of leadership to motivate, organize, administer and execute work programs and the activities of the department
- Able to coordinate work flow with each department
- Available to respond 24 hours during emergencies
- Be sympathetic to Municipal principles
- Able to plan and administer a fiscal budget
- Must have excellent communication capabilities in arbitrating Municipal/customer situations.

Working Conditions

- May be subject to inclement weather, including lightning
- Daily exposure to high voltage hazard
- High noise level
- Extreme heat
- Exposure to heavy oils, grease, and fuel oils
- Exposure to toxic chemicals

Degree

High school graduate or equivalent

Attendance Requirements

Regular attendance during normal business hours is required. Attendance at City Council meetings and other daytime or evening meetings as scheduled is mandatory.

Pre-Employment Requirements

- Successful completion of background check.
- Pre-employment physical and drug screening.

The City is an Equal Opportunity Employer.

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____ Date: _____