



CITY OF WEST LIBERTY, IOWA

Electric Superintendent

DATE: Adopted 12/20

CLASSIFICATION: Exempt **DEPARTMENT:** Electric
JOB DESCRIPTION:

Summary/Objective

The Electric Superintendent performs supervisory work concerning the electric department; directs, plans and participates in duties essential to proper operation of the supply, generation, and distribution of electricity. Responsible for supervision, coordination, evaluation and performance of subordinates. Performs other managerial duties such as assigning work, training employees and ensuring that the electric plant operations meet or exceed governmental standards.

DISTINGUISHING CHARACTERISTICS:

The Electric Superintendent reports to the City Manager.

ESSENTIAL FUNCTIONS:

- Prepares of the departmental budget; recommends the five-year Capital Improvement Plan and Capital Equipment Plan. Proposes new revenue streams regularly, including rate analysis, forecast staffing and equipment needs, monitor and approve expenditures throughout the year in accordance with the approved budget.
- Organizes, supervises, and inspects the work of departmental employees. Trains, motivates, disciplines and evaluates staff. Assures fair and consistent treatment of all employees in the Electric Department and that all employees comply with City policies and procedures. Assigns work activities, materials/tools, projects and programs; reviews and evaluates work methods and procedures; meeting with subordinate employees to identify and resolve problems and to correct deficiencies. Ensures all training for electric employees complies with City policies and procedures and state regulations.
- Assures that all work performed in the unit meets the OSHA safety standards and City standards for customer service, accuracy, quality and efficiency. Engages with consumers as a customer service representative on the various aspects of the electrical utility system.
- Establish and maintain an effective working relationship with employees, City officials and the general public. Working with other City departments as needed, investigates and resolves complaints, issues or questions of the general public or city departments.
- Monitors inventory and purchase parts, materials, tools and equipment necessary to perform job duties. Recommends appropriate equipment, services, supplies, and personnel for the department.
- Attends workshops and training seminars to maintain up-to-date knowledge of various products, materials, procedures and equipment used in the performance of duties.
- Drafts and prepares various reports and documents for presentation to the City Council, citizens and other governmental organizations at the discretion of the City Manager.
- Reviews, revises, develops policies and procedures for the Electric department.

- Ensures generating units comply with applicable laws, rules, and regulations issued by regulatory authorities.
- Makes and implements maintenance plans to ensure service reliability.
- Maintains an appropriate inventory of fleet, equipment, parts, and materials to maintain service reliability and to adequately respond to likely service issues.
- Monitors fieldwork performed by independent contractors to electric systems and approves the acceptance of system improvements.
- Researches new practices and recommend changes to the electric utility rules and regulations as appropriate.
- Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.
- Prepares and administers necessary maintenance programs and schedules for City's overhead and underground electrical systems.
- Oversees and directs all aspects of the City's power supply contracts.
- Develops, implements and promotes energy conservation programs for the City's electrical utility system.
- Oversees and manages capital improvement projects to replace or extend the City's electrical utility system.
- Oversees and submits all regulatory agency electrical documents and reports required to maintain compliance with the regulatory agencies.
- Researches and develops policy recommendations, prepare memos and reports documenting finding and recommendations for presentation to City staff and/or City Council.
- Oversees the City Electric Department preventative maintenance program to ensure the orderly repair and preventative maintenance work on the property and trucks, heavy equipment, generators, pumps, safety clothing, personal protective equipment and other related items.
- Collaborates with other governmental and regulatory agencies, municipalities and public power utilities.
- Reads meters and supervises the shut-off process for electric utilities each month.
- Performs functions of Lineman/Operator when requested or as needed. Assists other City departments as directed and/or required.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Knowledge of the principles and practices of demonstrated knowledge of service principles, laws and regulations affecting department activities, mechanical knowledge, and broad-based general construction knowledge related to municipal facilities and structures.
- Have knowledge of and work with compliance programs such as ADA, EEOC, OSHA, etc. Thorough knowledge of the National Electric Safety Code and the National Electric Code.
- Knowledge of the principles and practices of modern electrical generation and distribution.
- Knowledge of the materials, methods, and practices required in municipal electric utility construction and maintenance.
- Knowledge of local, state, and federal requirements and laws governing the operation of electric utilities.
- Thorough knowledge of the operation and maintenance of mechanical and electrical equipment used in the plant.
- Knowledge of the occupational hazards connected with electric generation, distribution, and maintenance, and other areas of responsibility.
- Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive generation plant.

- Knowledge of research methods and sources of information. Ability to perform statistical and mathematical techniques as well as evaluate technical data.
- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Ability to work independently while being responsible for planning, determining approaches and developing new methods to fulfill his/her responsibilities and make decisions in accordance with established plans, policies, and procedures.
- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.
- Establishes and maintains effective working relationships with city personnel and the public while exercising integrity, confidentiality, and trustworthiness.
- Ability to communicate effectively verbally and in written form; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities.
- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to use contemporary technology, including computers, telephones, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Ability to operate a personal computer using various software programs for word processing, websites, and social media.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education:	Graduation from High School or equivalent G.E.D. and Associate's degree in the electric utility field; and
Experience:	Six years of experience with the operation and maintenance in the electric power field or equivalent combination of education and experience.
Preferred Education/Training:	Two years of experience supervising, managing the operation and maintenance of an electric generation plant.

LICENSING REQUIREMENTS:

1. Shall possess a valid Iowa Commercial driver's license (CDL) with air brakes endorsements and have a good driving record for the past three years.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work is performed primarily outside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, electrical hazards, chemical hazards, fire hazards, explosion hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure, and irregular work hours.

SUPERVISORY RESPONSIBILITY:

The Electric Superintendent manages all employees of the Electric Department. Position is responsible for performance management and facilitation of hiring of employees within the department.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position, and hours of work and days are Monday through Friday 7:00 a.m. to 3:30 p.m. Must be available for off-hour emergencies, to attend evening meetings and other events and weekend work may be required as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____