

Electric Utility Supervisor

Department: Utilities

Reports To: Utilities Director

FLSA Status: Non-Exempt

Grade: NA



JOB SUMMARY

This position is responsible for managing, supervising, and participating in the operations, construction, maintenance, and repair of electric utility infrastructure.

ESSENTIAL FUNCTIONS

- Performs the duties of the Director in his or her absence. Ensures work is completed in compliance with all appropriate laws, rules, and regulations. Assists in the preparation of the department budget.
- Directs, oversees, and participates in the development of the Electric Operations work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Plans, organizes, researches, and directs electric operations activities, including construction, maintenance, troubleshooting, and metering.
- Assists and recommends with hiring, training, assigning, directing, supervising, evaluating, and disciplining department personnel.
- Reviews project plans and drawings with supervisors and other staff as appropriate; recommends changes based on field observations and operational requirements; provides technical advice and assistance on difficult work problems.
- Draws circuits on one-line diagrams for controls; designs functional electric circuitry.
- Installs, maintains, alters, and repairs common and high-voltage electric wiring systems and equipment; traffic signal control systems and devices; motors, coils, transformers, control equipment, substations, and generation plant and related equipment; series and multiple lighting systems on streets and at city facilities; and load management systems.
- Maintains preventive maintenance records.
- Operates earth moving equipment, aerial equipment, and pneumatic equipment.
- Maintains and clears tree limbs from electrical lines.
- Locates underground wires and conduits.
- Responds to after-hours emergencies.
- Performs related duties. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department and city policies and procedures, and of federal, state, and local laws and regulations related to electric utilities.
- Knowledge of the methods, practices, tools, materials, equipment, and safe working practices involved in the operation, construction, maintenance, and repair of an electric utility system.
- Skill in utilizing specialized tools and equipment related to the construction, repair, and maintenance of electric services and software, including electronic mapping system (GIS/GPS).
- Skill in supervising the work of field personnel.
- Skill in reading and interpreting maps and drawings.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the City of Madison Personnel Policy and Procedures Manual, local and state laws, state and federal environmental regulations, the National Electric Code, and the National Electric Safety Code. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of supervisory, management, and technical duties. The variety of work assignments, dangerous field conditions, and inclement weather contribute to the complexity of the position.
- The purpose of this position is to manage, supervise, and participate in the construction, repair, maintenance, and operation of the electric utility system. Successful performance helps ensure the efficient and effective delivery of electric services to customers.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, suppliers, contractors, business owners, professional consultants, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 40 pounds, frequently lift and/or move up to 75 pounds, and occasionally move up to 120 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- The work is typically performed in an office, stockroom, warehouse, and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. Some of the work is performed on utility poles, in elevated buckets, and in the presence of electrified lines. The work requires the use of protective devices such as FR clothing, masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department lead lineworker and journey lineworkers.

MINIMUM QUALIFICATIONS

- Knowledge and competency commonly associated with completion of specialized training in the field of electric linework, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years journey lineworker experience or service.
- Possession of or ability to readily obtain a valid commercial driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Advanced Journeyman's License required.