

JOB POSTING

THE JOB POSTING FOR **SUBSTATION SUPERVISOR, MUNICIPAL LIGHT AND POWER** IS GIVEN BELOW. THIS POSITION IS NOW OPEN. INTERESTED INDIVIDUALS WITH THE REQUIRED QUALIFICATIONS MUST APPLY ONLINE AT WWW.CITYOFANDERSON.COM, “APPLY FOR JOBS” (AT LEFT), GO TO “TOOLS” (AT RIGHT), APPLY ONLINE. IF YOU ALREADY HAVE AN APPLICATION ON FILE YOU MUST LOGIN AS A “RETURNING APPLICANT” WITH THE “PIN” NUMBER THAT YOU WERE GIVEN. IF YOU ARE AN EMPLOYEE, GO TO “ESS” (AT BOTTOM OF PAGE), LOGIN WITH YOUR USER NAME AND PASSWORD. YOU MUST BE SET UP IN EMPLOYEE SELF SERVICE TO ACCESS. IF YOU ARE NOT, FOLLOW SET UP INSTRUCTIONS FOR EMPLOYEE SELF SERVICE.

BENEFITS

SALARY RANGE: SAM I - \$72,711 - \$96,602/YR.

Paid Vacation

Personal day and holiday pay

Sick days

Health insurance (medical, dental, vision)

Life insurance

Flex spending accounts

PERF

Human Resources contact – Ashley Baysinger

THE CITY OF ANDERSON DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY. EQUAL OPPORTUNITY EMPLOYER. APPROPRIATE TESTING MAY BE USED IN THE RECRUITING AND PLACEMENT PROCESS.

Incumbent serves as the Supervisor of the Substation Division for the department.

DUTIES:

Schedules, supervises and coordinates work assignments and operations of the Substation Division, including making daily assignments of personnel, taking into account vacation and leave schedules.

Designs and writes specifications for purchases of materials for the Division, and evaluates bids and quotes, and requisitions supplies and materials, as needed.

Prepares division budget and administers budget upon approval.

Designs, plans, schedules, and presides over staff meetings and safety meetings.

Coordinates all functions of the division with other governmental agencies, including other utility companies and other divisions of the department.

Performs related duties as assigned.

I. **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Thorough knowledge of electrical distribution methods and procedures, including advances principles and methods.

Extensive education and experience dealing with all facets of electrical distribution, typically acquired via a college education or equivalent experience in the field.

Thorough knowledge of electrical equipment and ability to properly schedule and utilize such equipment for the proper completion of assigned duties.

Ability to effectively supervise the work of others.

Ability to deal with subordinates, contractors and other suppliers, and members of general public in a courteous, effective and tactful manner.

II. **SUPERVISORY FUNCTION**

Incumbent works with instructions provided by the Superintendent and under general guidelines of the department and division, with the nature of the guidelines and instructions being an indication of overall quality and conformance with the policies of the department. Independent judgment is required to interpret the instructions and guidelines, to meet construction schedules and deadlines and to deal with emergency situations.

Incumbent performs a wide variety of duties involving complex functions occasionally occurring in circumstances or situations that are unique.

III. **SUPERVISORY ACCOUNTABILITY**

Incumbent performs duties according to his/her own schedule, discussing highly unusual situations with the Superintendent when incumbent thinks it is necessary. Work product is evaluated by the Superintendent for conformance with overall policies and practices of the department and for soundness of judgment.

Incumbent is responsible for the overall operations of the division and is expected to provide a major contribution to the purpose of the department, even in especially unique or complex situations.

IV. **SCOPE OF WORK OPERATIONS**

Incumbent Maintains a variety of contacts with other employees within the division, workers in other division of the department, and members of the general public for the purpose of coordinating activities and gaining acceptance and concurrence of actions and practices of the division.

Reports directly to the Superintendent.