

## **Anderson Municipal Light and Power – Superintendent**

### **About the Job:**

- Job Category: Light and Power
- Work Location: 550 Dale Keith Jones Rd, Anderson IN 46011
- Job Type & Duration: Permanent Full-Time
- Salary: \$69,440 - \$111,444 Annually
- Shift Information: M-F
- Affiliation: Non-Union
- Number of open positions: 1
- Posting Period: 6/26/2023 - Filled

### **Benefits and Additional Compensation:**

- Medical(PPO/HDHP), FSA, Dental, Vision
- Public Employees Retirement Fund (PERF)
- Life Insurance
- Paid Vacation, Personal Days, Sick Time, Bereavement Pay
- 16 Paid Holidays
- Longevity Pay
- Voluntary Life, short and long term disability, Deferred compensation options available

Apply at: <https://www.cityofanderson.com/jobs.aspx>

Incumbent serves as Superintendent of the Municipal Light and Power Department responsible for all maintenance, construction and planning operations, and personnel.

### **DUTIES:**

- Directs, supervises, and coordinates the operations and personnel of all divisions of Municipal Light and Power Department, including administering all policies of the Department.
- Coordinates department activities with other City departments and the Board of Works.
- Maintains contact with Indiana Utility Regulatory Commission and Indiana Municipal Power Agency regarding local utility projects and concerns.
- Reviews monthly power bills for corrections and word data for Purchase Power Teacher, sends billing estimates to accounting and prepares report for Federal Energy Regulatory Commission.
- Attends annual conferences and meetings of Indiana Municipal Electric Association and American Public Power Association.
- Negotiates with supplying utilities for future power supplies and rate cases.
- Prepares load flow and short circuit studies on the transmission system; evaluates changes in equipment and capacity.
- Negotiates labor agreements with department union employees.

- Delegates various duties and functions to various divisions of the department to assure completion of all functions.
- Approves all department purchases and submits the annual budget for department to the Board of Works, and administers it upon approval.
- Maintains a wide variety of files and records pertaining to department operations, including drafting of reports to state and federal agencies.
- Prepares long range plans for the department receiving recommendations from subordinates and superiors, and recommends such plans for approval by the Board of Public Works.
- Represents the department to a variety of state and federal agencies and associations, as well as to the general public, via public relations.
- Performs related duties as assigned.

**JOB REQUIREMENTS:**

- Thorough knowledge and understanding of the field of electrical power distribution and transmission, including government regulations and accounting procedures.
- Education and extensive electrical utility experience of a college degree with post-graduate training or equivalent combination of education and experience.
- Ability to effectively communicate both orally and in writing, including public speaking.
- Possession of a Professional Engineer's License.
- Ability to delegate assignments, motivate personnel, and supervise the work of others to assure attainment of department goals and objectives.

**DIFFICULTY OF WORK:**

- Incumbent works with departmental standards and policies, recommending and implementing changes to these as appropriate, and is engaged extensively adapting departmental operations to effect successful completion of duties.

**RESPONSIBILITY:**

- Incumbent works with general goals, with major problems discussed with the Board of Public Works. Work product is reviewed for accomplishment of goals and objectives.
- Incumbent performance has extensive and continuing contribution to the department's mission.

**PERSONAL WORK RELATIONSHIPS:**

- Incumbent maintains a wide array of contacts with department employees, employees of other city, state, and federal agencies, civic and labor organizations and members of the general public for purpose of accomplishing departmental objectives and resolving conflicts.
- Reports directly to the Board of Public Works Chairman.

