

## ELECTRIC SUPERINTENDENT

General role of the Electric Superintendent is to organize, direct and coordinate the activities of the Electric Utility, including activities related to the reliable and economic operation, maintenance, and construction of distribution circuits, and electrical substations and metering; to coordinate the Electric Department activities with other departments.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Develop and implement divisional goals, objectives, policies and procedures.
- Plan, organize and direct activities including those related to the reliable and economic operation, maintenance, and construction of distribution circuits, and electrical substations including maintenance of overhead and underground infrastructure, substations, warehousing, street lighting and metering.
- Direct, oversee and participate in the development of the Electric Utility work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Electric Utility budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Research and recommend the purchase of equipment, materials, and supplies necessary to maintain a reasonable inventory and support the economic and reliable operations of the department.
- Prepare and manage various contracts related to the operation of the Electric Department including safety training, specialized construction, testing and repair contracts that relate to equipment, distribution facilities, substations and metering.
- Coordinate the operation and maintenance activities with other departments, contractors, developers and outside agencies and utilities.
- Prepare and present staff reports to Town Council for their action and provide updates on projects and obtain project approvals; develop compliance strategies, ordinances and policies, with recommendations to Town Manager and/or Town Council, and other necessary correspondence.

- Prepare and manage safety procedures and evaluate the proper safety precautions of field personnel, particularly when working on or near energized circuits and with hazardous chemicals.
- Determine system needs and in planning modifications or additions to the electric facilities.
- Represent the Utility and Town to outside agencies, organizations, contractors, consultants and the general public; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Provide administrative coordination for large customer outages or during multiple coincident power outages.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS:

- Knowledge of:
  - Theories, principles, techniques, and equipment used in electric utility maintenance, operations, and installations.
  - Principles and practices of leadership, motivation, team building and conflict resolution.
  - Pertinent local, state and federal rules, regulations and laws.
  - Modern office procedures and computer equipment and software including word processing, spreadsheet, financial software, inventory databases, and other related software such as SCADA systems, metering and electronic-based relays, controls, and equipment.
  - Principles and practices of organizational analysis and management.
  - Budgeting procedures and techniques.
  - Principles and practices of supervision, training and personnel management.
- Ability to:
  - Organize and direct the Electric Utility activities.

- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Read and comprehend drawings, blueprints, schematics, specifications, industry standards, and operational procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret, develop and apply Town and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Experience and Training
  - Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
    - Experience: Seven years of increasingly responsible experience in the electric transmission and distribution field, including two years of supervisory responsibility.
    - Training: Equivalent to an associate's degree in a utility or construction related field.
  - License and Certificate
    - Failure to maintain such required license(s) may be cause for disciplinary action.
    - Possession of a valid Indiana Class A Driver License is required at the time of appointment.

- Incumbents in this class are required to have completed a formal apprenticeship program as a Lineworker and be fully qualified to work on or near energized electrical transmission circuits, distribution circuits, substations, and all related facilities or equipment.
- Possession of cardiopulmonary resuscitation (CPR) and First Aid certified or the ability to become and maintain certification.

**Interested parties can apply through Indeed, Zip Recruiter or by sending a resume to [townhall@edinburgh.in.us](mailto:townhall@edinburgh.in.us) The Town of Edinburgh is an equal opportunity employer.**