



Job Title: Electric Superintendent
Department: Electric
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 4/2/19 (Council Approval)

Accountability

Under the direction of the City Administrator and in compliance with City Code.

Job Summary

Responsible for the planning, supervision, operation, and budget of the Electric Department and related facilities.

Essential Job Functions

Plans, directs and supervises electric department employees in the operation, construction, installation, maintenance, and repair of overhead and underground electric distribution and transmission systems and facilities; directs installation of commercial and residential services and reading of meters; reviews plans and specifications of construction and repair projects for both public and private development; plans and develops the load management program for the City; supervises the specification development and purchase of equipment and trucks; prepares purchase orders; collaborates with project managers and other City departments to develop and implement construction projects; exercises independent judgement concerning knowledge of the electric codes of the City; conducts field inspections of construction and maintenance activities of department employees and private contractors; assists in recruiting, hiring, evaluating and disciplining employees; prepares annual budget for short and long-range capital projects and purchases; assists with financing/bonding capital projects

Additional Duties and Responsibilities

Attends meetings of the Mayor and Council as directed; attends project meetings; prepares required reports for City Administrator; supervises inventory, meter and purchasing records for the Department.

Knowledge, Abilities and Skills

Good oral and written skills to effectively communicate on a daily basis with, City employees, vendors, engineers, and the public; extensive knowledge of the approved methods, materials, tools, and equipment used in the electric power distribution and transmission systems; knowledge of the principles of electric theory which apply to electric distribution and transmission systems; knowledge of occupational hazards of live line work and safety precautions of the trade; ability to plan and schedule work for employees; ability to forecast budget needs and expenses and conduct project cost analysis; knowledge of best personnel practices; ability to climb with hooks and belt and do perform hot line work 120/2400, 2400/42160 and 7200/12470 volts; ability to interpret line construction plans and written instructions; ability to mentor, coach and discipline employees; ability to address trouble calls after hours; ability to operate two-way radio; ability to work in trenches and at heights; ability to withstand adverse weather conditions; ability to climb, crawl, run, bend, stoop, twist, reach, lift up to 75 lbs., sit and stand for long periods of time; have hand, eye, and body coordination to operate light to heavy machinery, tools, equipment and vehicles; work with exposure to noise; ability to transverse rough terrain on foot; ability to apply first aid and artificial respiration; ability to maintain control in stressful situations

Education and Experience

High school diploma or equivalent, Journeyman license or certificate, five years of progressively responsible experience in electric power distribution and transmission construction, load management, and maintenance work, including two years of supervisory experience; three years of experience with various computer programs and functions; or any equivalent combination of experience and training; possession of a valid driver's license and possession of or ability to obtain a Class B Commercial Driver's License within six months of hire date; ability to obtain Nebraska Public Power District Switchman Certification within one year of hire date; live within 30 minute response time to electric department facility.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*