



Job Title: Electric Superintendent
Department: Electric
FLSA Status: Exempt, Salaried, Full Time
Revised Date: See Below

Accountability

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

Job Summary

Performs administrative and technical work in the planning, supervision, construction, installation, operation, maintenance, repair, and budget of the overhead and underground electric distribution and transmission systems, equipment, and facilities.

Essential Job Functions

Plans, directs, and supervises subordinate personnel in all phases of the construction, installation, operation, maintenance, and repair of overhead and underground electric distribution and transmission systems and facilities; understands and advises subordinates on operational requirements to operate all programs and facilities; develops and monitors employee technical skills and proficiency training and safety programs in coordination with Electric Line Crew Chief. Recruits, hires, mentors, and evaluates employee performance including coordination with City Administration on disciplinary matters. Oversees the installation, monitoring, operation, repair, and maintenance programs for commercial and residential services and the reading of meters; may work with the utility billing office to troubleshoot various issues related to meters, software, and billing; and directs the load management program for the City. Assists the City Administrator in Capital Improvement Project (CIP) planning as well as reviews plans and specifications of construction and repair projects for both public and private development; coordinates projects with other City departments, government agencies, public power districts, engineers, and hired City contractors; and conducts field inspections of construction and maintenance activities. Develops and maintains strong partnerships with the Nebraska Public Power District and other public or private entities; maintains compliance with local, state, and federal regulations, including submission of reports. Oversees the specification development and purchase of capital equipment; supervises/tracks inventory, meter, and purchasing records for the Department; prepares purchase orders and approves invoices; prepares, monitors, and forecasts annual budget for short and long-range capital projects, staffing, equipment, materials, and supplies. Exercises independent judgement concerning knowledge of the electric codes of the City and implementation of industry best practices. Represents the City at various meetings, conferences, seminars, and classes.

Additional Duties and Responsibilities

Oversees the operation of the SCADA system; analyzes, troubleshoots, and initiates corrective action on outages and service-related problems in coordination with Electric Line Crew Chief; attends meetings of the Mayor and Council as requested; attends project meetings; prepares reports for City Administrator as directed; may be subject to call-back provisions in emergency situations.

Knowledge, Abilities and Skills

Mastery of the approved methods, materials, tools, and equipment used in the electric power distribution and transmission systems; mastery of the principles of electric theory which apply to electric distribution and transmission systems; extensive knowledge of occupational hazards of live line work and safety procedures to be used; advanced understanding of the SCADA system and its use; advanced understanding of the utility billing process, software, and meter maintenance; and demonstrated knowledge and ability to render first aid including artificial respiration. High degree of organizational skill to effectively administer departmental objectives. Ability to plan, coordinate, assign, delegate, supervise, manage, and evaluate the work of subordinate personnel; and ability to mentor, coach, and discipline employees in coordination with City Administration. Ability to forecast budget needs and expenses, conduct project cost analysis, and participate in the Capital Improvement Plan (CIP); and ability to interpret line construction blueprints, plans, and written instructions. Ability to be available on evenings and weekends when needed; and maintain control in stressful situations. Ability to withstand adverse weather conditions; work with exposure to noise; transverse rough terrain on foot; and to climb, crawl, run, bend, stoop, twist, reach, lift up to 75 lbs., sit and stand for long periods of time, and perform a variety of physical activities. Good oral and written communication skills to effectively communicate on a daily basis with coworkers, vendors, engineers, and the public; and capability to effectively operate a City-owned computer for completing tasks.

Education and Experience

High school diploma or equivalent; completion of Merchant's Powerline Job Training and Safety Program or equivalent, AND considerable experience—at least five (5) as a Journeyman or equivalent, including two (2) years of supervisory experience; possession of Nebraska Public Power District Switchman Certification; and possession of a valid driver's license. At least three (3) years of experience with various computer programs and functions is desirable; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

Special Requirements

Possession of or ability to obtain a Class B Commercial Driver's License within six (6) months of hire date; must maintain residence 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.

Job Description Revision Approved:  4/2/25
City Administrator Date