

POSITION DESCRIPTION

TITLE: SUPERINTENDENT

DEPARTMENT: Division of Public Power

CLASSIFICATION: Full-time

GENERAL PURPOSE

1. Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of the village electric system and facilities.
2. Performs other related duties as required.

SUPERVISION RECEIVED: Works under the general supervision of the Village Administrator.

SUPERVISION EXERCISED: Exercises close supervision over assigned workers and operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates and maintains the public power system.
2. Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality electric service for the village; oversees construction and maintenance work to determine acceptability and conformance to standards.
3. Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of the electric system and facilities.
4. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of the electric system and other department facilities.
5. Inspects at frequent intervals to insure that all aspects of the system are functioning properly.
6. Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, electric consumption and reports.
7. Advises Village Administrator in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding electric supply or distribution problems and services.
8. Supervises, instructs and assists assigned crews in constructing and maintaining the electric system.
9. Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies.
10. Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.
11. Responds to complaints regarding the water and electric system; evaluates situation, determines if liability lies with the village or the property owner; explains findings to property owners and notifies appropriate crew if necessary.
12. Contacts residents and business owners in area where services will be discontinued or interrupted and explains when services will be shut off and how soon it will be turned back on.

13. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
14. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
15. Assists in motivating and evaluating personnel by acting as a liaison between village workers and the administration.
16. Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of the electric system to insure that all equipment is in proper working order.
17. Analyzes annual operating costs and makes recommendations for department budget.
18. Provides recommendations regarding capital and equipment purchases and requisitions all supplies and materials needed for effective department operation.
19. Assists in the design of new electric distribution and transmission facilities.
20. Participates in short and long-term planning of capital improvement projects.
21. Enforces rules, regulations, policies and procedures relating to the operation of the public power utility system.
22. Inspects new and existing electric service installations on the system.

PERIPHERAL DUTIES

1. Operates a variety of power construction and maintenance equipment used in the electric department.
2. Serves on various employee or other committees as assigned.
3. Assists other departments as needed.

DESIRED MINIMUM QUALIFICATIONS

1. **Education and Experience:**
 - a. Graduation from high school education or GED equivalent, and
 - b. Seven (7) years of experience relating to the construction, repair and maintenance of electric supply and distribution systems including the operation of related maintenance equipment, or
 - c. Five (5) Years of Journeyman Lineman experience.
 - d. Any equivalent combination of education and experience.
2. **Necessary Knowledge, Skills and Abilities:**
 - a. Thorough knowledge of equipment, facilities, materials, methods and procedures used in electric supply and distribution systems.
 - b. Thorough knowledge of wire installation, connection and repair.
 - c. Thorough knowledge of occupational hazards and safety precautions of the trade.
 - d. Skill in operation of the listed tools and equipment.
 - e. Skill in the operation of first aid methods including artificial respiration.
 - f. Ability to guide, direct and motivate employees.

- g. Ability to operate and maintain various equipment used in electric maintenance and repair.
- h. Ability to organize and supervise the activities of various crews performing construction and maintenance work.
- i. Ability to communicate effectively verbally and in writing.
- j. Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

1. Must maintain in his/her possession a Valid State of Ohio Class "A" Commercial Drivers License not under suspension and must maintain insurability with the Village of Oak Harbor insurance carrier.
2. Journeyman Line Worker Certificate.
3. Must be bondable.

TOOLS AND EQUIPMENT USED: Motorized vehicles and equipment including pickup, dump truck, bucket truck, digger derrick, backhoe, chipper, pole climbing equipment, hydraulic press, wire cutters, heat sensors, electrical testing equipment, hot sticks, clamp sticks, generator, chain saw, line tracer, tension stringing equipment, two-way radios, personal computer including work processing and other software, copy and fax machine and various hand tools.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and smell.
3. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee frequently works in high, precarious places and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
3. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: August 6, 2007