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**Electric Distribution Supervisor**  
**\$55,173.36 - \$88,277.38 DOE**



The Town of Waynesville, NC

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Electric Distribution Supervisor**

Department: Public Works – Electric Division

Reports To: Electric Distribution Superintendent

Pay Grade: 69: \$55,173.36 – \$88,277.38

FLSA Status: Non-Exempt

The Town of Waynesville is seeking an experienced, safety-conscious, and technically skilled individual to serve as Electric Distribution Supervisor. This leadership role oversees the daily operations of the Electric Division, supervises line crews, and ensures the safe, reliable, and compliant delivery of electrical services to Town customers.

This position is responsible for coordinating maintenance, construction, and emergency response efforts; managing system infrastructure; ensuring regulatory compliance; and supporting a culture of operational excellence, safety, and customer service.

**KEY RESPONSIBILITIES:**

**Electric Distribution System Oversight**

- Supervise daily operations of the electric distribution system, including maintenance, new service installation, infrastructure upgrades, and emergency response.
- Schedule and assign work orders; monitor progress, safety, and compliance with local, state, and federal electrical codes and standards.
- Coordinate underground and overhead utility work, pole inspections, switching operations, and service restorations.

- Collaborate with engineering staff on planning, load analysis, system mapping, and capital improvement projects.
- Maintain records related to outages, inspections, repairs, and construction.

### **Leadership and Personnel Management**

- Supervise and evaluate electric line workers and maintenance staff, including performance appraisals, training, and adherence to safety protocols.
- Lead safety briefings and ensure adherence to OSHA and NESC safety regulations and Town policies.
- Provide mentoring, skills development, and professional growth opportunities to crew members.
- Ensure after-hours and on-call rotations are properly staffed and that response protocols are followed.

### **Equipment, Materials, and Compliance**

- Monitor use and condition of tools, vehicles, safety equipment, and personal protective gear.
- Coordinate equipment testing, inventory management, and material ordering for electric operations.
- Ensure compliance with environmental, safety, and electrical utility standards through inspections and documentation.
- Serve as point of contact for contractors, utility locates, and project coordination with other divisions.

### **Customer Service and Communication**

- Respond to customer inquiries and concerns related to electrical service, power outages, or work sites.
- Liaison with Town officials, citizens, and developers on electric-related matters including metering, service upgrades, and planning support.
- Prepare service reports, outage logs, and progress summaries for internal and regulatory use.

## **REQUIRED MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- High school diploma or GED required; technical training or certification in electric utility operations preferred.
- Minimum of five (5) years of progressively responsible experience in electric distribution, including line work.
- Minimum of two (2) years in a supervisory or crew leadership role.

- Experience with municipal electric utilities strongly preferred.

**Certification Requirements:**

- Possession of a valid North Carolina Class A CDL (or ability to obtain within 6 months).
- Completion of Electric Line Technician Certification Program or equivalent.
- Graduation from the ElectriCities Overhead Line Technician Career Development Program – Level IV (Journeyman Lineman) is required.
- Must have the ability to obtain all four levels of the ElectriCities Substation Apprenticeship Program within a designated timeframe as set by the Town.
- These structured programs are designed to enhance technical knowledge and develop leadership in electric utility operations through a combination of on-the-job training and classroom instruction.
- The Overhead Line Technician Career Development Program begins at Level I and progresses through Level IV, covering the installation, repair, and maintenance of electric systems and culminating in journeyman-level competency and supervisory readiness.
- The ElectriCities Substation Apprenticeship Program mirrors this structure, focusing on the installation, maintenance, and operation of substations while preparing technicians for advanced system responsibilities and emergency response capabilities.
- Must maintain CPR, First Aid, and Pole-Top Rescue certifications.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of electric utility systems, maintenance practices, and safety standards.
- Skilled in interpreting electrical schematics, system maps, blueprints, and one-line diagrams.
- Proficiency with outage management systems (OMS), SCADA, GIS, and work order software.
- Strong leadership, communication, and personnel management skills.
- Ability to work under pressure and manage emergency situations effectively.

**WORK ENVIRONMENT:**

- Work is performed in both field and office environments, with frequent exposure to outdoor weather conditions, energized equipment, and construction sites.
- Required to work during storms, emergencies, and after-hours events as needed.

**SPECIAL REQUIREMENTS:**

- Valid North Carolina CDL or ability to obtain.
- Must respond to emergency call-outs and after-hours service needs.
- Subject to random drug and alcohol testing as per DOT regulations.

**INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:**

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope. Must be able to function with a variety of computer skills to include Munis, Word, Excel, PowerPoint and any other applications that may be required for the position.

### **PEOPLE INVOLVEMENT:**

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

### **INVOLVEMENT WITH THINGS:**

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as utility plant equipment, heavy equipment, or the application of complex software or systems; may involve installation and testing.

## **COGNITIVE REQUIREMENTS**

### **REASONING REQUIREMENTS:**

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

### **MATHEMATICAL REQUIREMENTS:**

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

### **MENTAL REQUIREMENTS:**

Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

## **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

### **ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, disease / pathogens, confined spaces.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, odor perception.

### **JUDGMENTS AND DECISIONS:**

Decision-making is a significant part of the job, affecting a large segment of the organization and the public; works in a dynamic environment; responsible to assist in developing policy and practices.

### **ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.*

**Interested applicants may submit an application to:**

**Town of Waynesville,  
Brittany Angel, HR Coordinator  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786  
Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**