



Position: Electric Department Superintendent-Exempt
Department: Public Services
Salary: \$65,000 w/5% increase after successful 6-month probation
Hours: 7am-4pm typically
Closing Date: Open until filled

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan, coordinate and direct the work of the Electric Services Department, engaged in the construction, maintenance and repair of overhead and underground electric utility lines and equipment; and to perform related administrative, supervisory, and technical work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation and progress reporting of major activities through periodic conferences, meetings, email, etc.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Plans, organizes, and directs the programs and activities of the Electric Services Department.
- Supervises assigned supervisory and maintenance staff; supervisory duties include instructing, assigning, reviewing, and planning work of others; maintaining standards, coordinating activities, selecting new employees, acting on employee problems, recommending and implementing employee discipline and recommending discharge as appropriate.
- Reviews the work of subordinates for completeness and accuracy, evaluates and makes recommendations as appropriate, offers advice and assistance as needed.
- Provides for adequate staff training opportunities.
- Projects capital and operating expenditures for the electric department, develops and recommends the department budget, prepares related records and reports, ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Develops and implements division policies and procedures.
- Analyzes department schedules and workloads, sets priorities for daily work assignments, including work order requests, ongoing projects, and emergencies, makes adjustments as necessary to ensure optimum productivity and efficiency.
- Plans, coordinates, and supervises department construction, maintenance, and repair projects, including but not limited to the construction, maintenance and repair of overhead and underground electric utility lines and equipment, traffic signal / light installation and replacement; and related tree trimming operations.
- Evaluates Town electric utility maintenance needs and formulates short- and long-range plans to meet those needs in accordance with applicable laws and regulations.
- Determines the type and quantity of equipment, materials and supplies needed for assigned projects, prepares cost estimates, orders supplies and materials.
- Initiates right-of-way acquisition for new service installations.
- Coordinates and inspects the work of Town work crews and contractors for compliance with the Town's Distribution Standards and applicable policies, procedures, laws, regulations, contracts, permits and standards of quality and safety.
- Procures and ensures the availability of adequate supplies, materials, parts, and equipment for daily tasks.
- Participates in the preparation of bid specifications and in the review of bid proposals for the procurement of heavy equipment and vehicles.
- Ensures the proper maintenance of all department supplies, tools, equipment, and vehicles.
- Performs electric line technician work as needed, including installation of overhead and underground electric lines, working with energized secondary and primary lines, maintaining, troubleshooting, and repairing substations, operating bucket trucks, trenchers, and other heavy equipment.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility, meets with citizens to discuss and resolve problems associated with division operations and projects.
- Prepares a variety of studies, reports and related information for decision-making purposes and as required by the Town and regulatory agencies.
- Coordinates division activities and functions with those of other Town divisions, department, municipalities, county, and other agencies as appropriate.

- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying, and filing documents, entering, and retrieving computer data, filling out work orders, answering the telephone, etc.
- Attends training seminars, meetings, conferences, etc., as appropriate to enhance job knowledge and skills.
- Performs supervisory work involving policy and guidelines, solving both people and work-related problems.
- Emergency situations may require working at night and in inclement weather.

BASIC QUALIFICATIONS

- High school diploma or equivalent
- Valid Class A CDL
- Must have completed a line specialist apprenticeship program or equivalent training from a utility, utility contractor or school
- Minimum of 10 years experience working in power distribution industry
- Knowledge in overhead and underground primary/secondary distribution for 15KV system
- Ability to provide leadership skills to include training of the Groundman / Lineman skill classes
- Demonstrate superior verbal and written communication skills

DESIRED QUALIFICATIONS

- Preferred 15+ years experience working in power distribution
- Knowledgeable in line stringing equipment, underground installation and locating, and material handling / bucket operation
- General problem-solving capabilities
- Knowledge and operation of underground fault-finding procedures and equipment
- Exhibit the ability to safely lead job sites and work independent of direct leadership
- Provide a high level of leadership and sets a positive example for others to follow

JOB SPECIFIC REQUIREMENTS

- Must be able to demonstrate the ability to follow all OSHA guidelines, Town policies and procedures and Town Electric Distribution Standards.
- Ability to respond 24/7 to emergent activities for restoration of Waynesville's distribution system
- Ability to lift and carry 75 lbs.

- **Within six months of employment, employee must demonstrate successful completion of the “pole top rescue” and “bucket rescue” within an allotted timeframe of five minutes for each activity**
- Must be proficient in the use of live line maintenance, including the use of hot sticks and gloving procedures
- Must be proficient in the use of fall restraint tools and equipment
- Must be able to work in direct sunlight, inclement weather or at night
- Demonstrate competency and understanding of primary and secondary covering with blankets, line hoses, hard guard, etc.
- Full understanding of Lock-out/Tag-Out procedures and practices
- Position has on-call responsibilities as scheduled and generally available at other times, demonstrate the ability to work independently, and to work all hours as needed, day or night, weekends, or holidays, and in all weather conditions to perform the work required during planned and emergency outages

ENVIROMENTAL HAZARDS

Work environment ranges from indoors to outside in varying degrees of heat and cold weather conditions. Exposure to occasional bright / dim light, dust, pollen, extreme heat / cold temperatures, wet or humid conditions, fumes, odors, traffic, machinery, electrical shock, heights, and confined spaces.

ADA COMPLIANCE

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

JUDGMENTS AND DECISIONS

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

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

Applications will be accepted until filled