

WAUNAKEE UTILITIES POSITION DESCRIPTION

Position Title:	ASSISTANT ELECTRIC SUPERINTENDENT
Reports To:	Electric Superintendent
Employment Category:	Full Time
Supervision Received:	Works Under Close Supervision of the Electric Superintendent
Supervision Exercised:	Electric Department Field Crew

General Summary

The Assistant Electric Superintendent position is responsible for supporting the Electric Superintendent in the overall operation and management of the electric department with primary responsibilities for the daily supervision and scheduling of the field operations crew, system mapping, and inventory control.

The Assistant Electric Superintendent shall have a strong commitment to serve the utility and its customers, good leadership qualities, the ability to supervise, and willingness to assume significant assignments and responsibilities in administering activities of the electric department. The employee shall promote a good working relationship within the utility staff and between the utility and other village departments.

Duties and Responsibilities

The following are the duties and responsibilities of the position:

- Have the ability to assume overall responsibility of the electric department in the absence of the Electric Superintendent.
- Provide constant communication with the Electric Superintendent regarding the status of projects and all matters affecting the electric department.
- Possess an effective working knowledge of the construction, maintenance, and operation of the electric system, both overhead and underground
- Ensure the system is in compliance with all PSC requirements, maintain data supporting compliance, and fulfill PSC reporting requirements.
- Mapping system:
 - Ensure the system is current at all times, including all daily system changes, and confirm that all circuit configurations are up to date
 - Provide recommendations regarding technology to ensure crew members are properly equipped with mapping devices and that operations are efficient
- Plan and supervise daily crew activities ensuring all tasks are assigned at the beginning of each day, assuring proper staffing and equipment availability for projects.

- Assist the Electric Superintendent in evaluating system integrity, monitoring system performance, optimizing system operations, and reporting system results.
- Provide recommendations for system maintenance to the Electric Superintendent.
- Assist the Electric Superintendent and General Manger with planning and budgeting for the electric department.
- Manage inventory including:
 - Ensuring crews are supplied properly with inventory in advance of daily assignments
 - Ordering inventory
 - Eliminating any excess inventory
 - Ensuring a system is in place so that inventory is maintained in a neat and orderly manner
 - Provide a method to ensure adequate controls are in place over the process of charging inventory out to projects
- Assist the Electric Superintendent in ensuring the completion of work orders, inventory reports, and other forms when required.
- In conjunction with the Electric Superintendent, prepare for and lead weekly safety meetings and other training programs.
- Coordinate repairs and maintenance of street lighting.
- Report any problems with equipment to the Electric Superintendent.
- Assume the obligation for the coaching and mentoring of all employees being supervised.
- Assist the Electric Superintendent and General Manger in the enforcement of all rules and policies set forth by both the employee handbook and department management.
- Other tasks as assigned

If qualified, this employee may be required to assume on-call responsibilities on a regular basis and perform certain duties of line workers on limited occurrences.

Physical Demands

The physical demands here are representatives 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.

Ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required.

Work Environment

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.

The employee is frequently outdoors subject to inclement weather and noisy conditions.

Required Qualifications

- Comprehensive knowledge of the principles, practices, and methods of an electric distribution system, including electric circuit analysis and construction project management techniques and procedures.
- Considerable knowledge of the utility electrical system and the National Electric Safety Code.
- High regard for safety, an interest in working as part of a team and contributing to high morale in the utility.
- Good interpersonal skills and the ability to deal in a friendly manner with the general public and co-workers and supervise and motivate employees.
- Ability to make unsupervised decisions and operational changes as required, define problems, collect data, establish facts, and draw valid conclusions.
- Excellent communication skills, including the ability to translate complex or technical issues into a form understandable to others.
- Proficiency and experience with the utility mapping system, Microsoft Office Suite of products, and overall strong computer skills.
- Valid Wisconsin driver's license and excellent driving record. The successful candidate must obtain a commercial driver's license within 6 months of employment.
- High school diploma or equivalent. Advanced degree in related field preferred.
- 5-7 years of related experience.
- Ability to establish and maintain good working relationships with other employees and the public.
- Willing to work in sometimes-adverse weather conditions.
- Must successfully complete pre-employment medical/fitness evaluation prior to beginning employment.
- Able to climb and descend poles and ladders, and work in confined spaces.

Salary and Benefits

Negotiated wage. Full utility benefits.

Residency

The employee shall reside within a thirty (30) mile radius of the utility facility. Each such employee shall establish such domicile within eighteen (18) months from the date each such person began employment with the utility.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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