



November 5, 2008

FOR IMMEDIATE RELEASE:
SUBJECT: Job Posting

ASSISTANT SUPERINTENDENT ELECTRIC DIVISION

City of Bowling Green, Ohio
(Pay Band 5: \$51,319 TO \$76,973)

Full-time, salaried (exempt) position is responsible for oversight of the daily activities of the City's Electric Division. Incumbent functions as Electric Superintendent in his/her absence. Directs and coordinates work activities of all Division personnel; determines and assigns work projects; plans and designs new overhead and underground distribution; develops street lighting and security lighting; conducts field checks to ensure program completion and compliance to standards; approves expenditures and payroll; establishes Division policies; prepares Division budget; communicates with contractors, engineers and customers; writes specifications for materials and Division equipment; addresses customer complaints; maintains Division tool inventory; and performs other related duties as assigned. Job requires incumbent to sit, stand, walk, talk and hear. Ability to use spreadsheet, database, word processing and selected job-specific software; must have knowledge of theory, principles and practices of electrical engineering; must have knowledge of electrical industrial standards and know how to apply them; must have knowledge of codes, regulations and standards governing electrical systems and their construction, and must have knowledge of safety practices and procedures; and must maintain a valid Ohio Driver's License and have the ability to drive. Work is performed both indoors and outdoors and is subject to pressure from deadlines. Two-year college certificate or equivalent; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. A job description will be provided to applicants. Residency requirement. Excellent fringe benefits. Application materials are available on-line at: www.bgohio.org. Application materials are also available in the Personnel Department of the City of Bowling Green, 304 North Church Street, Bowling Green, OH 43402-2399. Resumés may be included, but will not substitute for a completed application. ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED. Deadline for making application: 4:30 p.m. December 1, 2008. Telephone: (419)354-6200 web: www.bgohio.org e-mail: BGPersonnel@bgohio.org. AA/EEO


Barbara A. Ford
Personnel Director

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November 7, 2008

To All Applicants for *Assistant Electric Superintendent*:

The classification of *Assistant Electric Superintendent* is salaried and exempt from overtime. In accordance with the City's Civil Service Residency Rule the *Assistant Electric Superintendent* is required to reside within the boundaries of Wood County. However, please review the attached information regarding the current status of the City's residency requirement.

A copy of the job description for *Assistant Electric Superintendent* is included with the application packet. There is additional information concerning the completion of the application materials provided below. The deadline for submitting a completed application is December 1, 2008.

If you have any questions concerning the application packet do not hesitate to contact the Personnel Department of the City of Bowling Green, at (419)354-6200, or via e-mail at BGPersonnel@bgohio.org.

As part of the application process you must submit the following to the City of Bowling Green by December 1, 2008:

1. A completed City application (You may include your résumé, but you **must** complete and submit a City Application For Employment.);
2. A completed and signed, "Reasonable Accommodation Request Form", but only if you are requesting some form of reasonable accommodation because of a disability.
3. A completed "Equal Employment Opportunity Data Sheet – (Providing the information is strictly voluntary, but is requested in order that the City can meet its Affirmative Action requirements.)
4. A written statement of your experiences regarding the following:
 - a. Working with or for public or private utilities;
 - b. Designing, operating and/or maintaining electric transmission and distribution systems;
 - c. Working with the public, customers, contractors and consultants;
 - d. Preparation and administration of public budgets;
 - e. Preparation of contracts, plans and bid specifications;
 - f. Working with boards/commissions/City Councils/elected bodies, and;
 - g. Managing and/or supervising personnel
 - h. Short-term and long-term planning


Barbara A. Ford
Personnel Director

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pc: J. Quinn
J. Fawcett
K. Maynard
P. Brock
file

POSITION TITLE: ASSISTANT ELECTRIC SUPERINTENDENT
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Electric Superintendent

POSITION REPORTS TO

DIRECT: 8 **INDIRECT:** 15

DIRECT REPORTS BY TITLE:

Electric Line Supervisor (2); Electric Meter Specialist; Electric Meter Installation Worker; Mechanical Storekeeper Supervisor; Electric Distribution & Substation Specialist; Tree Trimmer Supervisor; Secretary 1

POSITION FUNCTION

This position is responsible for oversight of the daily activities of the Electric Division of the Public Utilities Department; incumbent functions as Electric Superintendent in his absence.

JOB RESPONSIBILITIES

- Directs and coordinates work activities of all Electric Division personnel
- Determines and assigns work projects
- Plans and designs new overhead and underground distribution
- Develops street lighting and security lighting
- Conducts field checks to ensure program completion and compliance to standards
- Approves expenditures and payroll
- Establishes Division policies
- Prepares Division budget
- Communicates with contractors, engineers and customers
- Writes specifications for materials and Division equipment
- Addresses customer complaints
- Maintains Division tool inventory
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, stand, walk, talk and hear.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Ability to use spreadsheet, database, word processing and selected job-specific software
- Knowledge of theory, principles and practices of electrical engineering
- Knowledge of electrical industrial standards and how to apply them
- Knowledge of codes, regulations and standards governing electrical systems and their construction
- Knowledge of safety practices and procedures

Administrative Skills

- Ability to set goals and develop strategies and schedules for meeting them
- Ability to anticipate problems and develop alternative strategies for goal completion
- Ability to plan, organize, assign and direct work of staff
- Ability to adequately allocate resources to meet objectives
- Ability to handle multiple priorities and projects

Cognitive Skills

- Ability to interpret a variety of technical information with abstract and/or concrete variables
- Ability to make timely, sound decisions
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to interpret complicated policies, procedures and protocols
- Ability to perform engineering calculations
- Ability to draw accurate conclusions from financial and numerical material
- Ability to apply financial principles and numerical techniques to management problems

- Knowledge of basic budgetary principles and practices
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare analyses, policies and/or budgets

Interpersonal Skills

- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

- Knowledge of administration and supervision of staff and activities
- Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently
- Ability to establish effective controls, ensuring that employees have necessary resources and authority
- Ability to select and evaluate employees
- Ability to provide performance feedback
- Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors and is subject to pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.