

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

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

Electric Superintendent

POSITION REPORTS TO

DIRECT: 9

INDIRECT: 15

DIRECT REPORTS BY TITLE:

Assistant Electric Superintendent; 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.

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 and **electric transmission and distribution systems**

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

Must maintain a valid **Ohio** driver's license and have the ability to drive

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

Ability to develop and effectively administer budgets

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 instruct and train staff

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 in **electrical engineering or related field**; at least ten years of relevant experience; Valid Ohio Driver's License; 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.