

TRANSMISSION AND DISTRIBUTION SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Transmission and Distribution Supervisor supervises the construction, operation, maintenance, and repair of the Electric Division's transmission and distribution systems, including overhead and underground distribution facilities. This class is responsible for performing related duties as required.

Distinguishing Features: This class supervises the Line Foreman class and Lineman on service truck. Supervision is received from the Deputy Director – Electric who reviews work through meetings and results achieved. Work is subject to stand-by and call-out duty to cover emergency situations. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to extensive (5+ years) experience in the construction, maintenance, and repair of overhead and/or underground utility systems. A minimum of two years administrative and supervisory experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Must reside in the City of Mesa Electric Utility call-out area (example: within an eighteen-mile radius of the Main Street and Center Street intersection) within one year after hire date. Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Supplemental coursework in supervision and management. Experience with computerized maintenance/workflow management systems, Geographic Information System (GIS), and contract administration. Knowledge of State and Federal Department of Transportation (DOT), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) rules and regulations applicable to electric utilities, and applicable electric codes.

ESSENTIAL FUNCTIONS

Communication: Communicates and instructs others in department policies and procedures, training and safety issues, staff expectations, and management perspective to the appropriate parties. Communicates with contractors, developers, and employees associated with other utilities to schedule and coordinate construction projects, and to solve electric utility-related problems. Provides information

on matters relating to the department. Prepares effective written reports, recommendations, correspondence, performance appraisals, etc. Maintains effective relations with supervision and division staff including subordinates.

Manual/Physical: Reviews various activities and reports for adherence to plans and specifications, safety practices, and standard operating procedures. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings, review work of subordinates, and respond to emergencies. Performs field inspections of job site conditions, workers, and equipment to ensure compliance with the Arizona Department of Transportation (ADOT), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), etc. Distinguishes colors to inspect electrical circuitry for proper installation, troubleshooting, and switching procedures. Directs the correction of unsafe practices. Prepares rough diagrams.

Mental: Directs, prioritizes, and evaluates the activities of personnel engaged in the installation, maintenance, repair, and servicing of all overhead and underground transmission, distribution, and service lines, and related equipment in the electric system. Analyzes all distribution circuits and directs or schedules the transfer of portions of loads when necessary to operate the electric system at maximum efficiency. Participates in the preparation of specifications for electric equipment. Analyzes bids, quotations, vehicle specifications, and product quality. Analyzes electrical problems and determines corrective action. Estimates labor and material costs. Works closely with Electric Engineering Section staff to evaluate and solve operating issues and participates in construction design decisions. Participates in the long-range electric system planning and design for future projected loads. Reads and interprets electrical plans and wiring and equipment diagrams. Reads and understands voltage recordings and meter histories to evaluate voltage-related problems, resolve high bill complaints, analyze transformer loading and direct replacements as needed, etc. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings. Tracks project progress and evaluate ways to improve job productivity and safety. Responsible for the safe operation of operations personnel and compliance with regulatory requirements. Plans and implements programs for routine maintenance and tracks progress. Compose and monitor contracts for tree-trimming, pole-testing and treating, crew work, maintenance, etc. Identifies equipment, personnel, and materials needs to maintain the electric distribution system.

Knowledge and Abilities:

Knowledge of:

electrical theory, problems, principles, equipment, and supplies;
the construction, maintenance, and daily operations of electric utility system facilities and equipment;
the practices and procedures associated with troubleshooting, switching, customer service, and the lineman trade;
the occupational hazards and the safety practices, procedures, and equipment related to the lineman trade;
Arizona Blue Stake Law; and
the principles and practices of employee supervision, evaluation, and training.

Ability to:

direct, supervise, assign, and evaluate the work of subordinate personnel;

identify and resolve complex operational, personnel, and safety problems in assigned area;

assign projects to crews;

give instructions in work procedures, safety practices, and technical requirements;

respond to emergency calls and direct the correction of the problem;

adjust work schedules to meet emergency conditions;

coordinate pole placements, load requirements, and system switching for line and equipment maintenance;

create positive work environment for open communication and collaborative problem-solving;

establish work and safety standards and operating procedures;

support Safety Committee in drafting and updating safety and procedures manuals;

compose and maintain maintenance manuals, operating procedures and manuals, and safety manuals, etc.;

maintain and enter all crew time reporting;

provide crews with all paper notification for scheduled outages;

exercise personnel authority in section supervised, including recommending the hiring, evaluating, and terminating of personnel;

initiate disciplinary actions and other personnel activities;

act as the management representative in the first step of the grievance procedure;

assist in preparing and monitoring the section's operating and maintenance budget;

maintain records and maps of related facilities;

photograph, investigate and provide detailed reports of accidents and incidents; and

establish and maintain effective working relationships with City personnel, contractors, subordinates, and the general public to prevent, resolve, or minimize electric utility-related problems.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-TRA

INCREMENTS 184-200

PAY GRADE: 62

IND-7539

SWORN-No