

ELECTRIC SYSTEM SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: The Electric System Superintendent supervises and manages the construction, maintenance, repair, and operation of the Electric Division's Utility System. The Electric Division's system includes, but is not limited to, substations, overhead lines and equipment, underground lines and equipment, Supervisory Control and Data Acquisition (SCADA) systems, metering, electric control room, and generation assets. The incumbent in this position may serve as acting Deputy Director - Electric or acting Director in the Energy Resources Department Director's absence. This class is responsible for performing related duties as required.

Distinguishing Features: This class is distinguished from other Electric Division classes by its responsibility for coordinating, overseeing, and supervising the electric design, operation, construction, maintenance, and repair work performed by other employees in the Electric Division through subordinate supervisors. Supervision is received from the Deputy Director - Electric or Energy Resources Department Director who reviews work through meetings and results achieved. Work is subject to stand-by and call-out duty to cover emergency situations. This classification has been designated as a non-classified, non-merit system, at-will position. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering or related Field. Extensive (5+ years) administrative and supervisory experience with a medium- to large-sized electric utility.

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 - within an eighteen-mile radius of the Main Street and Center Street intersection within one year after hire date.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering, Public Administration, Business Administration, or related field is preferred. Supplemental training or coursework in supervision and management is highly desirable.

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

ESSENTIAL FUNCTIONS

Communication: Establishes and maintains effective working relationships with representatives from public and private agencies associated with the electric power industry, subordinate-level personnel, other City employees and departments and the general public. Makes appropriate policy recommendations concerning electric power distribution issues. Prepares and presents various reports

on Electric Division activities. Communicates with utility customers, subordinates, management, City officials, contractors, the general public and all other interested parties in order to provide and receive information and to maintain effective working relationships. Communicates with other electric utility personnel to exchange technology and other industry-related information. Instructs and trains subordinates and other electric utility employees in safety, metering, communications, load management, SCADA system operations, etc. Prepares written progress and planning reports, budget requests, and recommendations relating to power production and operations.

Manual/Physical: Prepares letters, charts, schedules, graphs, maps, or similar objects, and engineering charts and graphs to incorporate into reports, memos, etc. Moves light objects of less than 20 pounds to assist administrative staff. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings, visit field operations, and respond to emergencies. Enters data or information into a terminal, personal computer (PC), or other keyboard device in order to produce documents, databases, and reports. Observes, inspects, and monitors processes to determine compliance with prescribed operating or safety standards, Occupational Safety and Health Administration (OSHA) requirements, and industry standards for operations and maintenance. Participates in the consideration, selection, and promotion of operations employees in the Electric Division. Uses graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids in locating facilities, designing concepts, troubleshooting, and optimizing operations. Meets scheduling and attendance requirements.

Mental: Assists the Deputy Director - Electric and/or Energy Resources Director in strategic planning and identification/implementation of capital projects. Plans, directs, and supervises various Electric Division activities. Act as Deputy Director and/or Energy Resources Department Director as needed. Devises and analyzes recommendations concerning procedures to improve productivity. Makes sound administrative analyses related to policy and management problems. Makes decisions on complex technical and administrative problems. Directs and conducts special departmental operation or general electric service studies. Coordinates departmental activities with other departments when major issues or problems are involved. Analyzes trends in electric power usage, developments in the field of electric utility Transmission, Generation, and Distribution. Analyzes information, statistics, and reports on electric power usage and supply. Supervises, prioritizes, and evaluates the work of subordinate-level personnel. Resolves procedural, operational, and other work-related problems. Participates in long-range planning and design for projected loads. Analyzes distribution circuits and recommends circuit changes to operate the electric system at optimum efficiency. Directs the preparation of electric system switching procedures and orders to maintain system continuity. Conducts research and analyzes service interruption data, load information, system reliability. Administers and monitors the budget for functions supervised. Oversees safety program performance for the Electric Division. Performs mathematical calculations, cost analysis, and statistical computations. Comprehends, interprets, and makes inferences from written material, blueprints, schematic drawings, layouts, and charts. Learns job-related material through on-the-job training and in classroom settings. Specifies and procures equipment and materials for projects.

Knowledge and Abilities:

Knowledge of:

safety practices for all areas of Electric Utility repair, operations, maintenance, and construction;
the theories, principles, and techniques of organization and management of an electric utility;

modern supervisory, evaluation, and training practices and methods;
principles and practices of public administration;
the principles of public finance and budget preparation;
electric system construction and maintenance principles, and the equipment, materials, procedures, and regulations associated with these systems; electric power system control technology, including on-line computerized systems, such as the SCADA system, and fiber optics, mobile, and communications systems;
federal and state regulations applicable to the electric utility industry;
environmental issues associated with the electric utility industry;
energy conservation methods and techniques;
modern management, training; and
evaluation principles and practices.

Ability to:

direct the daily operations of the Electric Division in coordination with or in the absence of the Deputy Director - Electric;
act as Deputy Director and/or Energy Resources Department Director as needed;
direct, supervise, assign, and evaluate the work of subordinate personnel;
identify and resolve complex operational and personnel 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;
allocate resources and adjust work schedules to meet emergency conditions;
design and plan pole placements, load requirements, and system switching for line and equipment maintenance;
establish work and safety standards and operating procedures;
draft and update safety and procedures manuals;
exercise personnel authority, including recommending the hiring, evaluating, and terminating of personnel;
initiate disciplinary actions and other personnel activities;
assist in preparing and monitoring the section's operating and maintenance budget;
provide safety training and implement effective rules, programs, and policies to maintain high level of safety in the division;
supervise electric utility system activities, including the restoration of service due to power outages caused by storms and accidents;
provide technical support to personnel engaged in the installation, repair, testing, and servicing of electric meters, substation relays, and instruments;
maintain records and maps of related facilities; 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 this job change.

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