

Department: LP Electric
Classification: Non-Competitive
Grade: _____

SPEC DISK G3
DOCUMENT 54

ASSISTANT ELECTRIC UTILITIES SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Electric Utility Superintendent in the over-all operation of the department and in particular the immediate supervision and participation of the maintenance activities relating to the village electric system. An employee in this class acts for and in place of the Electric Utilities Superintendent in the latter absence. Broad policy is determined by the Electric Utility Superintendent or the Village Board of Electric Commissioners permitting considerable latitude for independent action or decision. Supervision is exercised over a number of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the direction of all activities concerned with the village electric system;
Supervises and participates in the maintenance and repair of all power distribution and service lines;
Has charge of the operation and maintenance of the electric generating plant and auxiliary equipment;
Supervises and coordinates the work of the line crews and other employees;
Supervises and participates in the installation, repair and testing of electric meters;
Assists in planning changes and extensions in the electric power system;
Prepares various periodic reports on the electric department's activities;
Requisitions materials necessary in the department's activities;
Assumes charge of the department in the superintendent's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the theory and principles of electricity, electrical distribution systems, line construction and transformer equipment; thorough knowledge of particular village electrical distribution; good knowledge of electric generating system; good knowledge of standard safety measures employed in field; ability to plan and coordinate construction of extension existing facilities; ability to plan and supervise the work of others; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three years of responsible experience in the maintenance and operation of an electrical distribution system and the graduation from a standard high school course; or an equivalent combination for training and experience sufficient to indicate ability to do the work.