

ELECTRIC UTILITY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of the Village Electrical System. This is an important supervisory and technical position involving responsibility for overseeing all activities connected with the Village Electrical System. The responsibilities include operation and maintenance of transmission and distribution lines, transformers, street lights and related equipment. Additionally, while the Village depends upon outside sources for practically all the electric power that is used, the Village system does include a generation plant which is used at certain times during the year. The incumbent must be acquainted with the operation of the generation plant and must also be alert to the need for extending service and be able to initiate necessary steps for accomplishing it. Problems that require the services of professional engineers are discussed with the Village Board of Electric Commissioners. Supervision is exercised over a number of subordinate power plant employees. Broad policy is determined by the Electric Commissioners with the incumbent responsible for the day to day administration of the system. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Over sees the operation of all activities concerned with Village Electric System;
Has charge of the maintenance and repair of all power distribution and service lines;
Is responsible for the operation and maintenance of the electric generating plant and auxiliary equipment;
Assigns work to line crews for extending lines, setting poles, installing transformers, new services, street lights, wires, cables and other installations;
Has charge of the installation, repair, and testing of electric meters;
Studies load growth and prepares plans, estimates and specifications for changes and enlargements to the electric power system;
Confers with outside engineers and contractors on projects involving new lines and services;
Issues work orders on new installation work;
Prepares periodic reports on electric department activities including consumption and peak load figures and amounts of electricity generated;
Receives complaints from consumers and has necessary tests made;
Has adjustments made to systems such as installing different transformers and/or wires as necessary;
Makes distribution cost studies and recommends rate policies.

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 System; good knowledge of electric generating system; good knowledge of standard safety measures employed in field; ability to plan and coordinate construction of extension to existing facilities; ability to explain electrical programs in a clear and understandable manner; ability to plan and supervise the work of others; initiative and resourcefulness in the solution of technical electrical

problems; physical condition commensurate with the demands of the position.

ELECTRIC UTILITY SUPERINTENDENT - Continued

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the maintenance and operation of an electrical distribution system, two years of experience must have been in a supervisory capacity; or
- (b) Seven (7) years of experience in the maintenance and operation of an electrical distribution system, two years of experience must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

REVISED: 04/19/96