



270 North Clark Street – Powell, Wyoming 82435
(307) 754-5106 – FAX (307) 754-5385

Electrical Superintendent

The City of Powell, WY is seeking an Electrical Superintendent management position. Requires a combination of education, training and experience equivalent to a Bachelor's Degree in Electrical Engineering, 4 years related experience and/or training, administration and supervisory experience, ability to work with the public and ability to develop and administer budgets and capital improvements. Responsible for the city's electrical department and facilities. The City of Powell is an EOE and drug free agency.

Send application and resume to:

City of Powell
c/o City Administrator
270 North Clark
Powell, WY 82435
Ph: 307-754-5106

For online application and job description:

www.cityofpowell.com

Filing deadline: Open Until Filled

City of Powell

Job Description



Title:	Electrical Superintendent	Code:	300
Division:	Administration	Effective Date:	12/08
Department:	Electrical	Last Revised:	4/18

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide electrical operations, including engineering, infrastructure development, electrical service installation, distribution and maintenance.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

Provides general supervision to Electrical Foreman, Lineman/Electrician II, Lineman/Electrician I and Meter Technician.

ESSENTIAL FUNCTIONS

Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on electrical department issues; provides technical insight and recommendations related to determining electrical policies, goals and objectives; forecasts and schedules electrical purchases from other utilities and organizations; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines.

Attends departmental and council planning meetings to correlate the growth of the city and to review and make recommendations on the approval or disapproval of future subdivisions or similar projects as related to electrical system capabilities and impact; reviews and monitors utility easements; negotiates to acquire electrical utility easements and rights of way; directs and coordinates engineering projects; coordinates with department heads in the planning and approval of electrical service extensions.

Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; monitors development of bid specifications for projects and equipment acquisitions; coordinates bid processing and awards with city finance department; gives final authorizations for major purchases and financial commitments; develops and recommends changes in electric rate schedules; secures electrical purchases and other contracts.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and city safety standards; monitors department safety practices; assures proper safety certifications.

Manages and evaluates employee performance; participates in the selection process and makes recommendations for hire; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness; monitors employee sick leave and vacation; authorizes leave usage.

Coordinates with Electrical Foreman to establish work priorities related to electrical lines, substations, tree trimming, meter maintenance and electrical distribution; develops guidelines and deadlines, initiates studies consistent with EPA and OSHA compliance requirements; performs critical incident or emergency decision making related to city electrical systems and commits city resources.

Coordinates electrical system design and engineering including construction and design for the electrical system, street lighting and electrical facilities; may coordinate or direct contracted electrical engineering functions related to system developments, modifications, and enhancements; determines and administers project design, operating and maintenance parameters, schedules, and procedures for system-wide transmission, distribution, infrastructure and related facilities.

Directs and manages the design of various work projects; reviews and prepares plans and specifications; prepares preliminary project feasibility studies; prepares cost estimates; assures work is completed in compliance with federal and state safety regulations; initiates plans, develops and implements a variety of reports including federal electrical reports, annual system reports and system analysis/operations reports.

Initiates and coordinates with administrative offices regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Monitors billing and accounting functions; reviews rate applications and proposed adjustments; utilizes personal computer to access system data and make various administrative and operational decisions.

May participate with line crew in the construction, installation, maintenance and repair of substations, overhead and underground electrical lines; conducts field reviews; assures proper inventory of electrical materials; oversees SCADA functions to assure quality system-wide maintenance of electrical supply and resources.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in electrical engineering or other related field;
 - AND
 - B. Four(4) years of experience in a comprehensive electrical utility program; experience in the administration and management of materials and personnel necessary for the development and maintenance of electrical systems; two (2) years of which must have been in a supervisory capacity;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of general electrical engineering principles and practices; legal environment associated with electrical utility projects, construction and maintenance; modern methods, principles and practices of electrical transmission and distribution; EPA regulations and various environmental quality laws; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principles involved in electrical utility operations; principles of fiscal management and employee supervision.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to electrical utility operations; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other agencies and the public; effectively present information to top management, public groups, and/or boards of directors.

- 3. Special Qualifications:
 - Must possess a Journeyman or Master Electrician License.
 - Must obtain membership in International Association of Electrical Inspectors.
 - Must obtain a Western Area Electrical Administration Switchman Certification, first line supervisory training.
 - Must possess a valid Wyoming Drivers license.

4. Work Environment:

Incumbents of the position perform normally in an outdoor, physical environment. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching, pulling and lifting. Essential functions require talking, hearing and seeing. Common and complex eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common to high voltage electrical system.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)