

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: ELECTRIC SUPERINTENDENT
BARGAINING UNIT: DEPARTMENT HEAD
POSITION STATUS: EXEMPT
REPORTS TO: CITY MANAGER

GENERAL STATEMENT OF DUTIES

Performs highly responsible functions for the City in the Electric Department as department head. Directs, coordinates and is responsible for all work performed within the city electric department; does related work as required.

SUPERVISION RECEIVED

The Superintendent is a direct report to the City Manager that reports to a supportive and effective City Council.

SUPERVISION EXERCISED

Supervises employees engaged in the operations of the department and checks/inspects work for efficiency and compliance with established methods and practices.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF RESPONSIBILITIES

- Directs construction, operation and maintenance of all electrical equipment and power lines owned by the city; prepares work schedule for the employees in the electric department.
- Oversees electrical power contracts and purchases.
- Responsible for setting rates for electric utility and forecasting of rates, makes recommendations to the City Manager for rate forecasts and any need for amendments to the rate schedule.
- Plans and designs electrical requirements for the development of long-term expansion and reconstruction programs.
- Oversees the city electrical system; determines type of construction necessary and prepares specifications for equipment and materials and purchase supplies for electric department use.
- Directs and conducts a program of public relations and energy conservation for city electric department.
- Makes recommendations to residential, commercial and industrial customers on equipment and assists them in the selection of equipment best suited for their application.
- Directs and maintains an active program of safety for all employees.
- Prepares and submits an annual budget to the City Manager; participates in the budgetary process, monitors revenue to expenditure ratios and monthly financials.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL and ABILITIES:

Thorough knowledge of standard methods, materials and practices used in the construction, maintenance and repair of electric power transmission and distribution systems, municipal budget and accounting practices; working knowledge of modern methods and procedures of electrical engineering, particularly as applied to municipal electric systems; working knowledge of SCADA technology; working knowledge of current demand response and Smart Grid technologies; working knowledge of various personal computer software packages,

including Microsoft Word and Excel; working knowledge of the modern principles and practices of public and business administration, ability to determine long range needs for expansion and reconstruction and to plan and organize work for the efficient accomplishment of such objectives; ability to effectively coordinate the activities of a number of personnel engaged in various activities and programs; ability to establish and maintain harmonious relationships with subordinates, representatives of other municipalities and the public; ability to conduct effective public relations programs and to speak and write effectively.

Effective working knowledge of NEC, NERC and FERC Compliance Standards, WECC, NESC, OPUC and OSHA. Working knowledge of the Bonneville Power Administration, related contracts, power purchasing, and general power supply administration in the northwest region.

EXPERIENCE AND TRAINING:

A Bachelor degree and minimum of five years of progressively responsible electric utility management or an equivalent combination of education and experience that demonstrates qualification.

PHYSICAL DEMANDS:

Use of hands and fingers, vision and hearing is required to perform the essential functions of this job. Position requires frequent standing, sitting, moving and talking with occasional stooping, bending, kneeling and climbing. Position required to occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT:

General work environment during a majority of the time is much the same as general office administrative environments where sound is moderately quiet and temperatures are controlled. However, there are times that the person in this position will be in the field during all weather conditions during construction or expansion activities, and especially during emergency conditions involving power outages. Stress levels are typical of a highly responsible position.

DISCLAIMER:

This job description does not include all essential and nonessential duties of this job. The job description is not intended, nor should it be construed as an exhaustive list of all responsibilities and duties, skills, working conditions or attributes associated with the job.