

SUPERINTENDENT ELECTRICAL OPERATIONS

Code No.: 3-14-213
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position in a public utility in which the employee oversees the daily work activities of the Operations Department with regard to power and light installation and distribution systems. Employees of this class directly supervise Line Foreman, Meter Foreman, Dispatchers and other operations personnel. The Superintendent Electrical Operations works under the general direction of the General Manager of Operations. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed.):

Plans and prepares for construction of pole lines, underground feeders, subdivisions, distribution and street lighting projects;

Supervises, recruits, trains and evaluates the Line Foreman, Meter Foreman, and other operations personnel;

Plans and coordinates switching operations for line crews;

Oversees the installation of equipment;

Draws up work prints for the line crew;

Updates all distribution and transmission circuit maps as well as all fire alarm and street light circuit maps;

Surveys and records substation, primary circuits and transformer loads;

Checks and maintains system power factor and system voltage;

Checks relaying, breakers and general operation of substations;

Acts as department representative with contractors, builders and general public;

Obtains agreements, easements and payments for underground distribution in new subdivisions;

Plans equipment needs, writes specifications for purchase orders;

Attends seminars and workshops with the purpose of keeping abreast of new transmission and distribution procedures;

Prepares written evaluation regarding operations for General Manager;

Assumes responsibility of General Manager in his absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of theory and principles of electricity and electrical distribution systems as they relate to duties; good knowledge of basic mathematics; good knowledge of line work and metering; ability to communicate effectively; problem solving ability; supervisory ability; ability to train and instruct staff; leadership ability; ability to diagnose the more complex electrical distribution and substation trouble; ability to read, interpret and make minor adjustments to construction drawings, specifications and wiring diagrams; ability to read and develop rough work prints; ability to establish effective communication and rapport with contractors, developers, residents and the general public; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus EITHER:

A. Eight (8) years progressively responsible experience working in a public utility performing either line work or meter repair/maintenance; OR,

B. Graduation from a regionally accredited college or university with an Associate's degree in electrical engineering plus six (6) years of experience as described in (A).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 20, 1984