

**City of Sallisaw
Job Description**

Job Title: Electric Superintendent

Exempt (Y/N): Yes
Date: March 2012

Department: Electric Department
Reports To: City Manager

SUMMARY

The incumbent is responsible for planning, organizing and supervising the work of a group of skilled employees in the construction, operation, maintenance and repair of electrical distribution lines. Incumbent manages all activities of the City's Electric Department. Position involves development of new methods and procedures to increase efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

1. Plans, organizes, assigns, inspects and supervises linemen's work.
2. Provides safety program and training for employees.
3. Oversee installation, operation, maintenance and repair of overhead and underground electrical power lines and systems.
4. Responsible to see that adequate supplies are on hand in the event of equipment/system failure.
5. Responsible for preparation of the department's annual budget request.
6. Supervises construction improvements to the City's electric system.
7. Ensure customer complaints concerning voltage, outages, etc., are thoroughly checked and corrected.
8. Oversee all other operations of the electric department.
9. Responsible for inventory and control of all components of the City's electrical system and all equipment, supplies, and materials of the department.
10. Advises City Manager on all matters involving the City's electric system.
11. Plans for growth and expansion of the City's electric system to meet residential and commercial needs.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all employees of the department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training

employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); seven (7) years related experience in the maintenance and repair of electrical distribution lines and equipment. Minimum of two (2) years supervisory experience directly related to the electric distribution field.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one on one, and to groups.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts occasionally with other beyond immediate associates, but generally of routine nature. Regular contact with patrons, either in the office or in the field. May also involve self-initiated contacts. Must have excellent interpersonal relationship skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Good analytical skills required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have obtained Journey Lineman II designation. Must possess a valid Oklahoma Driver's License. Must possess valid CDL.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to talk, hear, smell, sit, stand and walk. Must be able to use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and stoop, kneel, crouch and crawl. Must be able to lift. Specific vision abilities required by this position include; close, distance and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions; extreme heat, cold, wet and humid conditions. The incumbent works in high precarious places, near moving mechanical parts and may be at risk of electrical shock and/or vibration.

The noise level in the work environment is usually moderate to loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.

Approved: 
City Manager

Date: 11/19/14

Modified: 11/19/14