

ELECTRIC SUPERINTENDENT

City of Lindsborg

Public Works

POSITION SUMMARY

Under the supervision of the Public Works Director, the Electric Superintendent is a non-exempt position. The primary focus for this employee is to design and develop the electric distribution system including maintenance and upgrade of existing system, record keeping, material ordering and supervising personnel. Employee will assign locate requests, oversee tree trimming near service lines, supervise utility shut off/on, and meet with citizens concerning utility matters.

ESSENTIAL FUNCTIONS

- Responsible for maintaining an effective and dependable electrical distribution system;
- Coordinates with engineers, developers, city council, public works department, on electrical work for city;
- Provides electrical metering for single phase and three phase projects;
- Maintains inventory on department materials;
- Responsible for efficient operation of street lighting system;
- Prepares time sheets for utility employees;
- Maintains required departmental records;
- Prepares job estimates and proposals;
- Coordinates work assignment with contractors;
- Provides on-call assistance when needed;

MARGINAL FUNCTIONS

- Assists water division as necessary;
- Assists wastewater department as needed;
- Assists street department as needed;
- Provides electrical assistance for special city celebrations;
- Other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **INELIGIBLE**

OSHA:
**BLOOD/FLUIDS
HAZARDOUS CHEMICALS
EXCESSIVE NOISE
CONFINED AREAS
ASBESTOS
HEIGHTS**

WORKING CONDITIONS:
**ADVERSE WEATHER
LIFTING**

ELECTRIC SUPERINTENDENT POSITION REQUIREMENTS

Experience: Ten years or more of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A Class A Kansas CDL is required.

Technical Skills: Thorough knowledge of mathematics, figuring electrical loads, metering, estimates, how to use code and metering books is required. Employee should be able to operate a calculator and computer, as well as bucket truck, digger derrick, trencher and backhoe.

Problem Solving: Some problem solving is required. Problems employee may encounter include determining source of outages and completing assignments in a safe, efficient manner.

Decision Making: Decision making is a factor in this position. Decisions employee may be required to make include figuring transformer sizes, wire and pole calculations, ordering materials, vehicle maintenance and employee relations.

Accountability: Employee has control over department equipment and vehicles but does not participate in the annual departmental budget process.

Supervision: Little to no direct supervision is required. Employee must exercise frequent supervisory responsibilities over subordinate personnel.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel is required.

Working Conditions: Adverse Working conditions exist within this position. Exposure to heavy machinery, all types of vehicles and weather conditions, human blood/fluids, hazardous chemicals, asbestos, heights, work in confined areas and exposure to excessive noise can be expected.

Physical Requirements: Physical activity is required. Employee must be able to lift and pull heavy objects in excess of 100 pounds, operate manual compression tools, shovels, and wrenches, respond to verbal commands while working on above ground lines, and perform electrical wiring work.