

## ELECTRIC DISTRIBUTION SYSTEM SUPERVISOR

### General Statement of Duties

Performs supervisory and skilled advanced journey level work in the construction, maintenance, and repair of overhead and underground lines in the electrical distribution and transmission system.

### Distinguishing Features of the Class

An employee in this class supervises a crew and participates in a variety of skilled and technical tasks associated with the electric distribution facilities and lines. Employee serves in absence of Director handling department operations. The employee plans and assigns work to the crew, projects budget needs and maintains expenditures within approved budget. Work involves supervising and participating in the work, providing on the job training to line workers, supervising line clearance, trouble-shooting outage problems, and participating in hiring, conducting performance coaching and providing input on performance evaluation and disciplinary actions. Handles basic electrical repairs in Town facilities. The employee is required to have considerable knowledge of the safety requirements and possible hazards involved in power line work. Independent judgment is exercised in determining the most appropriate methods and equipment when working with high voltage wires. Work requires frequent on-call and callback responsibilities. The employee is subject to hazards associated with electrical work including working in both inside and outside environments, in extreme temperatures as well as various storms, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, confined spaces, poor ventilation, and oils. Work is performed under general supervision and is evaluated by customer satisfaction, for conformance to operational and safety standards, and productivity and safety of the crews.

### Duties and Responsibilities

#### Essential Job Duties

Serves as second in command and handles administrative work and supervision in the absence of the Director.

Plans, assigns work orders or projects to crews, inspects work for adherence to standards, productivity, and quality and participates with crews in underground and overhead distribution system construction, maintenance and repair, and line clearance work; ensures safety training and adherence to safety regulations.

Plans and projects budget needs and recommends to Director; purchases materials and supplies; maintains inventory stock of electric supplies; ensures operates within approved budget. Coordinates installation of electric service, lights, and others with customers.

Participates in hiring; orientation and trains new workers; develops skills of subordinates; monitors performance, coaches, provides input on employees' evaluations and recommends disciplinary action; instructs and insures proper use of safety equipment and procedures.

Installs, maintains and repairs transformers and electric meters, single and three phase substation regulators, and wiring meter bases; installs and repairs substation power poles, cross-arms, cutouts, lighting arrestors and substation switching; trims trees away from power lines.

Supervises and participates in making emergency repairs during disruption of service; leads and participates in trouble-shooting and prioritizing work during power outages and other service abnormalities.

Discusses work with nearby property owners, developers, contractors, and others. Operates SCADA on

load management of power transmission in coordination with ElectriCities of North Carolina and NCMPA1

Prepares and maintains varied records and reports.

Operates varied heavy equipment such as backhoe, line truck, trencher and dump truck in performance of duties.

Performs electrical maintenance and repair work in municipal facilities; replaces receptacles, switches, ballasts, fuses, and lights and limited electric box work.

Takes radio reads of water and electric meters monthly.

#### Additional Job Duties

Locates and marks cemetery plots.

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of the standard techniques and practices used in underground and overhead power line construction and maintenance work.

Thorough knowledge of the use and care of all tools, equipment, and supplies used in underground and overhead power distribution work and skill in operation of tools and equipment.

Thorough knowledge of the hazards and safety precautions involved in power line work.

Thorough knowledge of the principles of electricity as related to transmission and distribution.

Working knowledge of supervisory principles, policies and practices including motivation, communication, budget performance coaching and related tasks.

Ability to adhere to the guidelines of the American Public Power Association Safety Manual

Knowledge of organizational purchasing, and personnel policies and procedures.

Working knowledge of the application of information technology related to duties.

Ability to work on high voltage lines independently and to take precautionary measures to avoid accidents.

Ability to communicate effectively in oral and written forms.

Ability to be tactful and use diplomacy in dealing with the public, especially in handling and resolving complaints.

Ability to exercise sound judgment and initiative.

Ability to respond to any emergency situation in a fast and efficient manner.

Leadership ability to make decisions and supervise lower level technicians.

Ability to maintain effective working relationships with the public, other employees, and supervisors.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate mobile equipment, to use measurement devices, to monitor work site progress, to perform skilled electrical tasks, to inspect and assemble small parts, and to analyze, prepare and keep records.

Desirable Education and Experience

Graduation from high school supplemented with technical courses related to electricity and electrical theory, at least considerable experience as an electric line worker first class, and supervisory training; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid commercial driver's license.

Possession of other certifications as determined by the Town.

Anticipated hiring rate for the position is \$52,000-\$78,000, DOQ. Background check and drug screening will be required. Interested applicants should submit their cover letter, resume, proof of education/ training, and town application <https://maidennc.com/PDF/appl-bkgrnd-combo.pdf> to Wanda Barnes, HR Officer, 19 N. Main Ave. Maiden, NC 28650 or by email at [wbarnes@maidennc.gov](mailto:wbarnes@maidennc.gov). Open until filled, however the resume review process will begin June 16, 2020. EEO