



Hyrum

Job Description

Title: Power Superintendent	Code: 500
Division: Administration	Effective Date: 05/2024
Department: Power	Last Revised:

GENERAL PURPOSE

Performs a variety of **professional, administrative, and managerial duties** related to planning, organizing, coordinating, controlling, and directing all phases of city-wide power network operations, including engineering, infrastructure development, service installation, generation, distribution, transmission, and compliance. This is an exempt position.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor, City Administrator, Public Utilities Director and/or designee.

SUPERVISION EXERCISED

Provides general supervision and direction to Linemen, Metermen, Power Scheduler, and Warehouse & Purchasing Agent.

ESSENTIAL FUNCTIONS

Executive & Management Functions: Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on power department issues; provides technical insight and recommendations related to determining power policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; serves on various boards, i.e., UAMPS, IPA, IPSA, etc.

Develops short and long range plans to meet anticipated changes in demand for electrical utility service; attends City Staff and City Council Meetings to correlate the growth of the City and to review and make recommendations on the approval of future subdivisions or similar projects as related to power system capabilities and impact; reviews and monitors utility easements; negotiates to acquire power utility easements and rights of way; directs and coordinates engineering projects; coordinates with developers, contractors, and engineers in the planning and approval of power service extensions.

Coordinates or directs in-house and/or contracted power engineering functions related to system developments, modifications, and enhancements; identifies available resources, negotiates for resource contributions; determines and administers project design, operating and maintenance parameters, schedules, and procedures for system-wide transmission, distribution, infrastructure, and related facilities.

Assists in electric rate design and development; works with UAMPS on load forecasts and estimating City power requirement; monitors and updates electrical capital facilities plan and conducts load and voltage surveys as needed to maintain electrical system.

Provide technical insight and recommendations related to determining power policies, goals and objectives; manages inter-local agreements, receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; develops guidelines and deadlines, initiates studies consistent with EPA and OSHA compliance requirements; performs critical incident or emergency decision making related to city power systems and commits city resources.

Fiscal/Budgetary Functions: Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; monitors development of bid specifications for projects and equipment acquisitions; coordinates bid processing and awards with city finance department; gives final authorizations for major purchases and financial commitments; manages all system contract negotiations, development, and expedition.

Monitors and authorizes budget commitments and expenditures; identifies sources for alternative funding related to special projects; directs grant application activities; and manages administrative processes as needed to comply with grant conditions.

Staffing & Subordinate Management: Initiates and coordinates with administrative offices regarding various personnel actions such as recruitment, advancement, discipline, and discharge; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency, and effectiveness.

Power Operations: Oversees all electrical system design, planning, construction, and maintenance in accordance with established laws, rules and regulations, City policies and professional electrical engineering and prudent application of electrical utility principles, practices, and procedures.

Directs the management of activities related to the establishment of work priorities related to power plant operation; SCADA system operation, GIS, power generation, power distribution; electric infrastructure, hydro-power plant, substation management, etc. Foster teamwork with all departments of the city; organize daily work schedules; rotate on-call schedules with lineman 24 hours a day 7 days a week.

Directs and manages the design of various work projects; reviews engineering plans and specifications; directs project feasibility studies; assures work is completed in compliance with federal and state safety regulations; directs the preparation of various reports including federal power reports, annual system report and system analysis/operation reports.

Directs the development and implementation of division safety programs to comply with federal, state, and city standards; monitors division safety practices, and ensures that all safety rules are strictly upheld.

Internal & External Customers / Community Relations: Provides coordination to achieve effective working relations with other city departments; resolve requests and problems or refer them appropriately; provide patron service in accordance with established city policies and procedures; ensure positive public relations exist with Hyrum power users, governmental agencies, and external contacts.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from a college or university with a bachelor's degree in electrical engineering or other field related to the management of an electrical utility;
 - AND
 - B. Eight (8) years of experience in a comprehensive power utility program; experience in the administration and management of materials and personnel necessary for the development and maintenance of power systems; four (4) years of which must have been in a supervisory or lead capacity;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of general electrical engineering principles and practices; legal environment associated with power utility projects, construction and maintenance; underground and overhead power distribution systems; design and analysis; modern methods, principles and practices of power transmission and distribution; theory, principles, and techniques of organizing and managing electric utilities; EPA and OSHA regulations and various environmental quality laws; equipment and materials used in construction and maintenance operations; current APPA codes, standards, safety practices and principals involved in power utility operations; contract development and administration; principles of fiscal management and employee supervision.

Skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents; planning, directing, and managing the overall operations of a municipal electric utility in the operation of PC Computer and standard office equipment as needed.

Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances, and regulations common to power utility operations; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other agencies, and the public.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Essential functions require talking, hearing, and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating/complex thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)