

# PRINCETON PUBLIC UTILITIES COMMISSON

## Electric Superintendent Position Description

**Title:** Electric Superintendent  
**Department:** Electric Distribution  
**Reports To:** General Manager  
**Employment Status:** Full Time, Salaried  
**Supervises:** Four Linemen

### PURPOSE

The Electric Superintendent is part of the senior leadership team at Princeton Public Utilities (PPU). Works under the direction of the General Manager to provide cost-effective and reliable electric and water services to the Princeton community. The Electric Superintendent is primarily responsible for the management, oversight, and development of the line crew, currently comprised of one line foreman and three lineman. The Electric Superintendent is expected to be the expert on the electric utility infrastructure of the Princeton community and work with customers to address outages, construct new and/or upgrade existing services, and develop a team atmosphere that promotes partnership and safety.

### PRIMARY RESPONSIBILITIES

- 60%: Development and supervision of direct and indirect reports (including coaching and training)
- 20%: Project planning and customer service
- 10%: Reporting and Budgeting
- 10%: Coordinate with senior leadership and investigate opportunities for organizational improvement

### **Essential Job Functions:**

- Supervises, directs, coordinates, and assists with activities involved in the construction, maintenance, and repair of PPU electrical generation and distribution lines and components including determining the type of construction
- Organizes work schedules, analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations in support of organizational goals
- Understand and apply PPU policies, procedures, rules, and regulations
- Understand and apply federal, state and local policies, procedures, laws and regulations
- Gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing and maintain cooperative working relationships
- Ensures that assigned personnel adhere to safety and other codes and regulations and assists with the training of employees
- Ensures that the office staff is kept informed of field activities
- Serves as coordinator of new service line expansions by reviewing development plans to ensure compliance of contractors' work to the City's development regulations and to applicable construction codes
- Oversees preventive maintenance checks, the procurement of necessary supplies and maintains inventory
- Advises and recommends policy to General Manger in matters relating to utility administration and operation
- Provides departmental budget, capital improvements and monitors expenditures on a regular basis
- Handles citizen inquiries and customer complaints regarding service
- Upon consulting with the General Manger makes final decisions regarding project construction and design
- Exercises general supervision over the department and determines proper disciplinary action as necessary
- Supervise contractors in responding to plant production and maintenance needs
- Ensure that work orders and daily time sheets are completed and processed

- Oversee all PPU facility maintenance, track, analyze, and take corrective action to prevent equipment down time
- Coordinate the electrical GIS and SCADA operation and programming

#### **Additional Job Functions:**

- Along with the Water Superintendent, assume the duties of the General Manager in their absence
- Complete paperwork associated with job functions in a neat and timely manner, makes sure that the line crew's paperwork is also done per job functions
- Report any hazards or damage observed to utility lines, poles, facilities, transformers, etc. to the office
- Along with the Water Superintendent, oversee hazardous waste spill control and cleanup
- Inspect work done by contractors on Utility lines, equipment, and facilities
- Locate underground facilities and cable faults
- Assist with substation construction and maintenance
- Perform other duties as assigned

### **JOB STANDARDS**

#### **Knowledge, Skills and Abilities:**

- Knowledge of the methods and practices involved in the construction, operation, maintenance, and repair of electric utilities at Journeyman Lineman level
- Knowledge of the National Electrical Code, National Electric Safety Code, PPU rules and regulations, and other codes related to the construction, maintenance and repair of electrical utility line systems
- Knowledge of the operation of electrical substations and equipment
- Knowledge of management best practices to effectively coordinate, train, and supervise subordinate personnel
- Skilled to climb utility poles, operating heavy equipment, bucket trucks, line trucks, locators and other equipment used in the maintenance and repair of electrical lines
- Skilled in troubleshooting electrical problems
- Knowledge of Rights-Of-Way and easement acquisition
- The ability to use a computer including such computer programs as email, Microsoft Word, Microsoft Excel, and GIS
- The ability to read and understand survey plats, blueprints and engineering design plans on utility line construction projects
- The ability to establish and maintain effective working relationships with key accounts, subordinate employees, other PPU staff, other utility personnel, electricians, developers and the general public
- The ability to effectively communicate both orally and written
- The ability to lead by example and arbitrate employee differences

### **JOB SPECIFICATIONS**

#### **Desired Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in electrical construction and design, transformer operations and wiring, or a related field

- **Experience:** Ten (10) years of increasingly responsible electric and/or utility experience, including five (5) years of administrative and supervisory responsibility

**Other Requirements:**

- The position requires the successful applicant to participate in a random Federal DOT drug and alcohol screening process
- Pass a utility physical examination and be able to perform essential job functions
- Must have, or obtain within six months of employment or assignment to this position, a valid American Red Cross First Aid card or equivalent and Flagging and Traffic Control training
- Must have, or obtain within six months of employment or assignment to this position, a valid Minnesota State driver's license with Commercial Class A and air brake endorsements
- Employees moving from out of state must obtain a Minnesota State license in accordance with Minnesota State law
- Must have a reasonably clean and safe driving record
- Must wear and utilize personal protective equipment, an associated clothing, boots, gloves, etc as furnished by the utility
- Must work during emergency situations and prearranged overtime
- Must live within the established residency boundaries. (30 Minute response time.)

**WORKING CONDITIONS:**

- The job functions will be performed in indoor and outdoor environments, subject to adverse weather conditions and noise
- The job functions require working with persons who exhibit many types of personalities and behaviors.
- Some job functions will be done in areas covered by brush and trees or in trenches where footing is poor and the ground is uneven and/or water soaked
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- May encounter the need to work with or around hazardous materials
- Typical office environment with the employee sitting at a desk, intermittent standing, walking, bending, crouching, or stooping

**PHYSICAL REQUIREMENTS:**

- The ability to lift and carry up to 100 pounds. Materials, equipment etc. will be lifted to and from trucks, equipment, warehouse shelves, and the ground
- The ability to operate tools, equipment, vehicles, and machinery
- The ability to observe system condition from a long distance, work in limited light, and differentiate among colors
- The ability to answer questions and communicate with coworkers, customers, and others in person and on telephones and mobile radios
- The ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position

**EQUIPMENT AND VEHICLES:**

- Operate various different pieces of office equipment such as computers, telephones, copy machine, calculators and two-way radios
- Operate line vehicles such as line trucks, pickups, aerial lift trucks, backhoes, and off-road vehicles.
- Operate pulling equipment, fault finders, locators, splicing presses, air and hydraulic tools, etc.
- In addition, future work practices may necessitate the use of different equipment, vehicles, and tools