



Job Title	Operations Supervisor
Department	Electric
Employment Status	Full-Time Grade 11A \$37.64
Exempt/Nonexempt Status	Exempt

Scope of Work

This position is responsible for the operations of the Electric Department. Responsibilities include planning, organizing, directing, coordinating, and controlling the activities of the Electric Department in accordance with established policies.

Supervision

Reports To	Utility Manager
Supervises	Line Crew and Field Engineer

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Assists the Utility Manager with day-to-day operations and capital projects.
- Manages and directs the activities of the Line Crew and Department.
- Acts as the Utility Manager, in their absence.
- Develops plans and budgets for the department.
- Provides periodic evaluation of the utility system with the Utility Manager and makes recommendations for necessary maintenance and replacement.
- Ensures compliance with the National Electric Safety Code.
- Develops operating procedures and utilizes equipment and technology that will improve productivity, customer service, safety, and employee morale.
- Coordinates the correction of voltage, power factor, and load factor problems.
- Analyzes outage report and identifies service reliability problems.
- Develops and recommends methods for improving service reliability.
- Trains on new technology and product development as it relates to the distribution system.
- Acts as the primary "load dispatcher" during emergencies.
- Attends meetings, as needed.
- Communicates right-of-way clearing needs for the distribution and transmission system.
- Recommends long-range and short-term equipment replacements.
- Maintains a system of records, reports, and statistical charts and data of pole inspections, work productivity, safety, and training.
- Plans and recommends system improvements and new capital projects.
- Assists the Utility Manager with investigations of employee accidents and prepares reports of personnel injuries, accidents, and possible property damage claims.
- Assists the Utility Manager with studies and reviews accident reports and determines remedial or preventative actions.

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college with an associate degree (bachelor’s preferred) in electrical engineering or business management supplemented by at least 5 years of experience as a lineman, or any equivalent combination of training and experience which provides the following knowledge, ability, and skills:

Knowledge of	<ul style="list-style-type: none"> • Electrical codes and standards. • State/federal/local laws, ordinances, and regulations on electric utilities. • Administration and accounting procedures. • Electrical metering and appropriate application. • Substation engineering and techniques. • Transmission and distribution line design.
Skill in	<ul style="list-style-type: none"> • Basic electrical engineering. • Operations of electrical utility and electrical construction techniques. • Oral and written communications. • Troubleshooting and problem solving.
Ability to	<ul style="list-style-type: none"> • Collect data, establish facts, and draw conclusions. • Interpret technical instructions in mathematical or diagram form. • Apply advanced mathematical concepts to real electrical/structural design. • Interpret engineering drawings and comply with the National Electrical Safety Code. • Multi-task and prioritize work. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with supervisors, coworkers, contractors, and the general public.

Necessary Special Requirements

- Valid Driver’s License
- Must complete ICS 100, 200, 700 and 800 within first 6 months of employment. ICS 300 and 400 to be completed as soon as available.

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.

- Work is performed both in the office and the field, hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, bend, crouch or crawl, and smell.
- The employee is occasionally exposed to odors, noise, toxic agents, wetness and humidity, and occasionally exposed to other adverse conditions including extreme heat or cold, dim lighting, dust, vibrations, electrical currents, and heavy machinery.
- The employee must rarely lift and/or move up to 50 pounds.