***Hyrum***



***Job Description***

**Title:** Assistant Power Superintendent/Distribution Manager **Code: 941**

**Division:** Administration **Effective Date:**  06/2024

**Department:** Power **Last Revised:**

**FLSA Status: Exempt**

GENERAL PURPOSE

Under limited supervision plans, coordinates, and manages the construction, operation, and maintenance of the City’s transmission and distribution to include supervision of overhead and underground facilities, substation facilities, meter shop and the vegetation management program. Assists the Power Superintendent in the overall operation of the department. Responsible for the oversight of the daily activities of the Power Department in Power Superintendent’s absence. Must be available for call-out for system emergencies at any time and be able to assist in service restoration activities in conjunction with power outages.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Power Superintendent

SUPERVISION EXERCISED

Provides general supervision and direction to Linemen, and Metermen

ESSENTIAL FUNCTIONS

**Executive & Management Functions**: Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems; plans, directs, and supervises the personnel and equipment engaged in the functional activities required to construct and maintain power transmission, distribution, and substation systems; support Power Superintendent to maximize labor, equipment, and planning processes for the successful execution of Department projects. Assure combined goals of the Department are met.

Develops and implements plans, policies and programs which promote improved, safety, reliability and efficient operations of Transmission and Distribution System; participates in the development, evaluation and integration of new technologies on the system; ensures improvements in systems, processes and procedures are identified and implemented; establishes plans and goals to improve the cost effectiveness, timeliness and reliability of the transmission and distribution system operations; support and manage the training of field personnel in technical skills and safety methods; follows and enforces all safety protocols established by City and safety standards; develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Identifies and develops potential sources of supplies, materials, equipment, and services that are capable of providing appropriate quality at appropriate prices.

Maintain familiarity of latest NERC Standards to assure they are implemented in the operation of the electric system; oversees and directs all activities associated with outage response in accordance with the Power & Light Department Emergency Response Standard Operating Procedures.

**Internal & External Customer Relations**: Consults with contractors, engineers, architects, and others to schedule/coordinate major projects, determine appropriate system needs for loads anticipated, and resolve questions/problems regarding electric utility installation, maintenance, and repair; responds to trouble calls from residential and commercial customers to ensure safe, effective response to problems/emergency situations; analyzes system problems to determine probable causes and corrective actions.

Meets with city and utility management, business associates, customers, regulating agencies, advisory boards, special interest groups, neighboring utility officials and other members of the community for the purpose of discussing electric service, power supply and broad utility/energy policies and issues.

Investigates all complaints, property damage reports and files written recommendation to the City law department.

**Fiscal & Budgetary Operations**: Under direction of the Power Superintendent helps assist in the planning and managing of the Distribution Departments Budget; develops and recommends operating budget for the department annually; monitors and administers approved budget.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School GED;

AND

B. Eight (8) years of full-time certified journey level lineman work and experience in the administration and management of materials and personnel for the development and maintenance of power systems; four (4) years of which must have been in a supervisory or lead capacity.

1. Knowledge, Skills, and Abilities:

**Considerable knowledge of** industry-specific professional and ethical conduct standards; how to manage and supervise of groups engaged in the operation, maintenance and construction of electric utility-grade power transmission and distribution systems and substations; all applicable federal, local, and state regulations pertaining to the proper operation of electric transmission and distribution systems; National Electric Safety Code; North American Electric Reliability Corporation (NERC) Reliability Standards and compliance practices; all applicable City policies, practices and procedures; recordkeeping, report preparation, filing methods and records management techniques; basic budgetary principles and practices; basic accounting principles and practices; administrative principles and practices, including goal setting and program budget development and implementation; administration of staff and activities, either directly or through subordinate supervision; applicable state, federal and local laws, rules and regulations; computer applications related to the work.

**Considerable Skill in** interpersonal relations and cooperative problem-solving; proper use of hand tools and equipment relating to overhead and underground electrical construction; using tact, discretion, initiative and independent judgment within established guidelines; organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction; applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols; math; MS Excel and Word; communicating clearly and effectively, orally and in writing; planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development; preparing clear and concise reports, correspondence and other written materials.

**Ability to** read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth; write reports, correspondence, procedure manuals; subtract, multiply and divide whole numbers, common fractions and decimals; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions in written, oral, diagram or schedule form.

1. Special Qualifications: (depending on area of assignment)

Must be possess a Journey Lineman Certificate through an accredited program such as IBEW or IPSA.

Must possess a valid Commercial Driver’s License (CDL).
Most posses or able to obtain Red Cross Certification in Cardio-Pulmonary Resuscitation.

Must complete required NIMS and OSHA certificate and/or training within first six months of hire.

Required to work on call, overtime or extended hours during emergency conditions.

1. Work Environment:

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and lift and/or move up to 25 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

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**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 disclaimer and job description. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Employee)**