

City & Borough of Wrangell

Position Description

Position: Electrical Utility Superintendent	Position Number:
Department/Site: Light Department	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 30

Summary

Supervise and manage all City electrical generators and distribution systems and utility operations.

Distinguishing Career Features

The Superintendent of the Electrical Utility is in charge of Wrangell's electric distribution systems, and must manage all the employees of the electrical department. The Superintendent is a management position with attendant responsibilities.

Essential Duties and Responsibilities

- Provides leadership to all electrical employees and coordinates their projects and assignments. Prepares annual budget for electrical department and presents to the City Manager. Provides monthly reports for the City Manager on the electrical department's operations. Interacts with employees, other city departments, external agencies, and rate payers, as well as the general public to bring project efforts to completion. Facilitates use and care of equipment. Maintains control of department budget and personnel hourly payroll. Keeps the City Manager apprised of critical department needs.
- Responds to customer queries and complaints and tries to resolve problems as they arise. Evaluates electrical service to homes and businesses, determines cause of poor or lack of electrical connections, and makes necessary corrections to distribute lines and services.
- Performs routine building electrical inspections to ensure construction compliance and safety compliance according to Municipal Ordinances and the National Electric Code (NEC). Maintains complete records and prepares appropriate forms.
- Performs regular evaluations and directs maintenance tasks to ensure proper generation and distribution operation. Oversees the operation, maintenance and repair of the diesel generating plant. Responsible for all electrical maintenance, new work in power plant, overseeing and performing building maintenance, and repair duties to ensure that all power plant structures are safe and sound.
- Oversees capital projects and installation of new equipment for generation and distribution operations. Determines specifications and ensures that construction procedures are safe and efficient. May request contractor bids for large projects.
- Performs other related duties as required or assigned. Works cooperatively with other employees, other city departments, external agencies, rate payers as well as the general public.

Qualifications

▪ Knowledge and Skills

- Requires considerable and in depth knowledge of generation and distribution operations to ensure that equipment installation and construction is done safely,

efficiently, and according to specifications. Requires experience with contract bidding and the ability to interact with private contractors' prior to and during projects. Requires knowledge of safety standards and expertise necessary to ensure conformance to those standards.

- Requires good verbal and interpersonal skills to courteously and effectively resolve any utility customer problems.
- Requires thorough knowledge of required electrical codes and standards as well as the ability to inspect building electrical systems. Requires record-keeping skills and knowledge of forms necessary for programs.
- Requires mechanical knowledge and skill to operate maintain and repair diesel generators safely and efficiently. Requires organizational skill to delegate maintenance tasks.
- Requires intimate knowledge of power plant design and operations to ensure that equipment installation and construction is done safely, efficiently, and according to specifications. Requires experience with contract bidding and the ability to negotiate and advise private contractor projects.
- Requires willingness to perform other job-related duties as situations arise. Requires a strong sense of teamwork, and the ability to work cooperatively with others.

▪ **Abilities**

Requires the ability to coordinate employee repair activities. Requires ability to determine source of electrical failures, (sometimes not obvious), whether they be on the customer's premises or the secondary electrical source.

▪ **Physical Abilities**

Ability to be physically active, demanding duties such as climbing power poles and lifting heavy materials, and working with heavy equipment during irregular hours and in severe weather

▪ **Education and Experience**

Requires the equivalent of a high school diploma, completion of an electrical apprenticeship program or trade school diploma, as well as extensive industrial maintenance and electrical work experience.

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License.

▪ **Working Conditions**

This is a full salaried administrative position inclusive of any overtime, or related monetary compensation. Requires additional hours beyond the normal work day as sometimes dictated by failures of equipment, power outages, or weather conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.