



Department:	Electric
Supervisor:	Borough Manager
Prior Revision Date:	2-28-2005
Last Revision Date:	6/2017
Revision Made By:	SG
Revision Reviewed & Approved by:	
Employment Status:	Department Head
Date Provided to Bargaining Unit	n/a

Job Description

SUPERINTENDENT **(Proposed)**

Definition

Plans, directs, and coordinates the activities of the Municipal Power & Light Department, including all construction, operations, personnel, and maintenance activities in the department.

Supervision Received

The Superintendent reports to and takes direction from the Borough Manager.

Supervision Exercised

Manages the performance of all electrical utility employees.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Responsible for the overall administration of all electric utility projects and facilities. This includes project documentation and compliance with the appropriate Borough policies, ordinances and procedures.

Manages, evaluates, employees and staff in the department, including the recruitment, and termination of employees with the assistance of the Borough Manager and/or Human Resources.

Coordinates utility operation and maintenance with electric consultants, federal and state officials, inter-connected municipal utility managers, and State of Alaska hydro-electric generation and transmission systems.

Provides information, advice, and assistance to businesses, contractors, and citizens regarding service costs, availability, and electric utility plans.

Prepares and manages the capital, operations and maintenance budgets with input from appropriate staff.

Works with any required resources to provide necessary guidance for design of future utility power distribution, transmission, and generation systems.

Conducts/oversees electrical inspections under the general guidance of the State Electrical Inspector.

Presents utility requests, problems, and plans to the Borough Manager and Assembly.

Meets with various borough departments regarding projects, operating policies, and employee and public relations.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to this position in the Electric Department is distinguished from the work assigned to other positions in the generation classifications by the elements of responsibility for overall department administration and coordination of activities between all areas of the electric department.

Working Conditions

Incumbent performs approximately 50% of duties in a seated position in an office environment. Minimal exposure to high voltage and electrical switchgear equipment could result in physical injury.

Qualifications

Must be able to obtain an Alaska Driver's License.

5-7 years of staff supervision and leadership experience for a minimum of 6-10 employees.

Experience as a manager or supervisor in a public utility environment in a decision-making role.

Any combination of experience and education which provides the applicant with the following attributes:

Knowledge of hydro and diesel mechanical systems operation and utility power distribution systems

Knowledge of energy efficiency programs; their development, implementation and management.

Knowledge of performance management and cost savings efforts.

5-7 years of experience with standard human resources practices; including hiring, terminations, and conflict resolution.

Must possess excellent verbal and written communication skills.

Ability to establish and maintain effective working relationships with fellow employees, general public, and outside agencies; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date