



Department:	Electric
Supervisor:	Borough Manager
Prior Revision Date:	2-28-2005
Last Revision Date:	12/19/2013 (to new format only)
Revision Made By:	KO
Revision Reviewed & Approved by:	
Employment Status:	Department Head
Date Provided to Bargaining Unit	n/a

## **Job Description**

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### **SUPERINTENDENT**

#### **Definition**

Plans, directs, and coordinates the activities of the Municipal Power & Light Department, including all construction, operations, and maintenance relating to the generation and distribution of electricity.

#### **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.

Makes overall department personnel decisions regarding hiring, firing, and performance appraisal.

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 capital, operations and maintenance budgets.

Provides necessary guidance for design of future utility power distribution, transmission, and generation systems.

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 have current Alaska Driver's License.

A Bachelor's degree in electrical engineering or a combination of education and experience which demonstrates an equivalent level of expertise.

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

Must possess knowledge of hydro and diesel mechanical systems operation and utility power distribution systems.

Ability to effectively supervise utility line crews and related personnel.

Ability to interact with intrastate groups and agencies on the electric department's behalf.

Must possess excellent verbal and written communication skills.

Ability to establish and maintain effective working relationships with fellow employees and the general public; 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