ELECTRIC UTILITY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for both the administrative and technical supervision of a village electrical distribution system. The work is performed in accordance with broad policies outlined by the Board of Light Commissioners with wide latitude for the exercise of independent judgment in planning, developing, directing and coordinating the operations of the department. General supervision is exercised over all department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Oversees the operation of all activities concerned with the village electric system;
-Directs the maintenance and repair of all power distribution and service lines;
-Studies load growth and prepares plans, estimates, and specifications for changes and enlargements to the electric power system;
-Confers with outside engineers and contractors on projects involving new lines and services;
-Issues work orders on new installation work;
-Prepares periodic reports on electric department activities including consumption and peak load figures and amounts of electricity generated;
-Plans and directs the billing, collection and maintenance of consumers' accounts and other records in connection with the financial and business management of the department;
-Receives complaints from consumers and has necessary tests made;
-Has adjustments made to systems such as installing different transformers and/or wires as necessary;
-Makes distribution cost studies and recommends rate policies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the theory and principles of electricity, electrical distribution systems, line construction, and transformer equipment; thorough knowledge of particular village electrical distribution system; thorough knowledge of standard safety measures employed in field; good knowledge of business management techniques; ability to plan and coordinate construction of extension to existing facilities; ability to explain electrical programs in a clear and understandable manner; ability to plan and supervise the work of others; initiative and resourcefulness in the solution of technical electrical problems; good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

Either: **(A)** Four years of progressively responsible experience in the maintenance and operation of an electrical distribution system;

Or **(B)** Any equivalent combination of training and experience.