

CITY OF CAMILLA JOB DESCRIPTION

JOB TITLE: Electric Superintendent

DEPARTMENT: Electric
SUPERVISOR: City Manager
PREPARED BY: City of Camilla
DATE: January 2019

SUMMARY: Employee in this position performs responsible supervisory work as Electrical Superintendent in directing the construction, operations and maintenance of a municipally owned electrical system for the City. Employee supervises all employees of the Electric Department and works under the general direction of and is responsible to City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following:

Plans, directs and supervises the construction, repair, operation and maintenance of the electrical distribution system and auxiliary equipment; Issues assignments to subordinates and inspects work daily to see that instructions are being carried out;

Prepares departmental policies and procedures and insures that same are followed correctly;

Directs, through subordinate supervisors, employees engaged in electric installation; Plans necessary distribution facilities to provide adequate services for residential and industrial consumers;

Maintains required maps, plans and statistical data necessary for effective operation of the department;

Consults with engineers pertaining to electrical operations and functions; Assists in the development of general activity;

Receives service complaints and issues orders as to necessary corrective measures;

Meets with the City Manager to discuss and establish policies and objectives of the department;

Position requires being on call and ability to quickly respond to emergency situations;

Resolves customer issues;

Oversees and resolves contractor's issues;

Performs other tasks as requested.

GENERAL QUALIFICATIONS: Comprehensive knowledge of the contemporary methods and practices as applied to the layout, construction and maintenance of an electrical utility installation; thorough knowledge of the general principles of electricity and a municipal distribution system; thorough knowledge of the material, equipment and personnel needed in the electrical utility line construction and maintenance; metering, substations, load management; ability to establish and maintain an effective working relationship with other city employees and the public.

MINIMUM EXPERIENCE: Must be a high school graduate or equivalent with five to six years previous experience in municipally owned electrical systems, most of which has been in a supervisory capacity and be ITS Level III certified. Must possess and maintain a valid Georgia driver's license.