

## **ELECTRICAL SUPERINTENDENT**

### **NATURE OF WORK**

This is skilled work supervising and participating in the maintenance of power lines and related electrical components.

The position of this class is responsible for supervising two crews of skilled and semi-skilled workers performing assignments in the installation, maintenance, and repair of transmission and distribution lines and related components of the municipal electrical distribution system. Duties include instructing a crew in carrying out assigned tasks, inspecting work while in progress and upon completion, and ensuring that safe practices are followed in work performance. Work assignments are received in the form of work orders, blueprints, or verbal instructions. The employee is responsible for obtaining the necessary materials, assigning subordinates to tasks, and carrying the job through to completion. Work is performed under the administrative supervision of the Mayor and electrical engineer. Work performance is subject to review by the engineer and is reviewed by the Mayor for the effective functioning of the electrical distribution system.

**ILLUSTRATIVE EXAMPLES OF WORK** {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Plans and lays out jobs and assigns tasks to crew members. Supervises the work of line workers in the installation, maintenance, and repair of overhead power lines and related electrical components; conducts tests on cables, lines, and other parts of the distribution system.
- Directs the installation of services and meters on customer's premises, and directs the setting of poles, anchors, and guides.
- Oversees the methods used by line workers to ensure their safety, and ensures that protective devices and equipment are used where indicated. Ensures that equipment is properly maintained. Maintains necessary records of work progress and completion.
- Locates source of electrical powerline disturbance or failure and replaces or repairs defective conductors and accessories.
- Tests powerlines and auxiliary equipment to identify defective voltage regulators, transformers, switches, and related accessories causing line disturbances, such as voltage fluctuations, through the use of direct reading and recording electrical testing instruments.
- Reads commercial meters and records usage; performs the work of line workers as required.
- Performs related work as assigned. A description of essential and non-essential functions of this position is contained in JFD2609 {job function description}.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

- Considerable knowledge of a municipal electrical distribution system. Considerable knowledge of the standard methods, materials, tools, and equipment used in the maintenance and repair of high and low voltage electric transmission and distribution lines.
- Knowledge of first aid techniques for electrical shocks and burns. Knowledge of the occupational hazards and safety precautions of the work.
- Some knowledge of modern supervisory principles and practices.
- Ability to locate, diagnose, and repair defects in the electrical distribution system. Ability to climb poles and work at heights. A description of physical and cognitive abilities of the position are contained in JFD2609 {job function description}.
- Ability to understand and execute oral and written instructions. Ability to interpret blueprints and electrical schematics. Ability to prepare standard work reports and maintain related records. Ability to supervise the work of subordinates.
- Ability to establish and maintain effective working relationships with subordinates, emergency personnel, city employees and the public, and supervisor.
- Possession of Louisiana driver's license as required by the Department of Public Safety, prior to appointment.
- Skill in the use and care of tools, equipment, and materials used in the work.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

High School Diploma or GED required and three years of journey level line worker experience in municipal or private electrical distribution system; or substituting course work or training in electrical distribution systems, or supervision for up to one year of the experience. In addition, three years of supervisor experience. Must be a registered voter.