

Job Description

Job Title: Utility Superintendent

December 2018

Title Description: Utility Superintendent

Pay Classification: Salary, Non-Union

Hours: M – F 7:00 AM – 3:30 PM

Subject to emergency call out.

Department: Greendale Utility Department

Reports to: City Manager

Subject to Drug Testing: Yes

Positions Supervised: Greendale Electric, Water and Sewer Staff

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by the employees on this job. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Summary

Under the direction of the City Manager, person is responsible for the management of the proper operation and maintenance of the Greendale electric, water and sewer systems.

Essential Duties and Responsibilities

Assigns work to the Electric, Water and Sewer Department Staff. Responsible for work performance and output. Responsible for the scheduling and timekeeping of all utility staff.

Dispatch crews on emergency call outs during normal working hours, during non-working hours and weekends.

Plans for and implements tasks by all departments for preventative maintenance activities.

Ensures work performed in accordance with Utility Construction Standards used by Greendale Utilities, OSHA work rules and APPA Safety Manual rules.

Assists in purchasing supplies for the Utility Departments.

Prepares reports related to vehicles and construction equipment ensuring all equipment is operating safely and are in good repair.

Monitor budgets and monthly billing of services for all utility departments.

Attends various meetings with developers and other Government entities.

Attends seminars and continuing education classes to enhance technical skills.

Employee is required to wear safety items associated with work responsibilities.

Perform all duties as required.

Qualifications

Knowledge and Abilities

High school education or equivalent required. Knowledge and familiarity with principles and practices of electric power line construction and maintenance (including electrical substations) required. Basic knowledge of water and wastewater systems and maintenance. Experience with managing utility crews. Strong verbal and communication skills necessary in order to deal with a wide range of personalities both inside and outside of the organization. Able to make decisions in emergency or highly stressful situations.

Physical Requirements

Physical activity expected is balancing, stooping, crawling, climbing, kneeling, reaching, standing, pushing, pulling, lifting up to 90 lbs., talking and repetitive motions.

Must be physically, mentally and psychologically able to perform all of the required duties. Position requires physical strength, finger and limb dexterity, and mobility.

Working Conditions

The minimum working conditions require the employee to work both indoors and outdoors, exposed to noise and adverse atmospheric and environmental conditions.

Experience

At least ten years electrical transmission/distribution, construction and maintenance experience. Experience with troubleshooting electrical problems involving residential, commercial, industrial and electric substations. Experience with installing and maintaining electric metering equipment. Basic knowledge of water and wastewater systems. Applicant shall have 5 years of management experience with Utility crews.

Employee

Date

Employee

Date