



# CITY OF FAIRHOPE

## Uniform Job Description

Position Title: **Electric Superintendent** Salary Range: **\$77,775.97-  
\$124,441.55**

Department: **Electric** Pay Grade: **31**

Reports To: **Mayor/Utility  
Superintendent** Effective Date: **1/1/2020**

Supervises: **All Electrical Dept Staff  
& Meter Dept**

Approvals:	
_____ Supervisor	_____ Human Resources Director
_____ Date	_____ Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

### I BASIC PURPOSE OF THE POSITION

Plan, direct, manage and oversee the daily operations and activities of the City’s electric utility. Responsibilities include, but are not limited to, determining electricity purchasing requirements, marketing activities, future capital projects, developing and administering department budget and directing the overall engineering and operations of the department, with accountability for results in terms of costs, personnel development and reliable customer service. Supervise department personnel, directly or through subordinate supervisors, in the performance of their duties. Communicate with public and other city departments on matters of safety and concern pertaining to department.

### II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The incumbent is responsible for the cost-effective and efficient operation of the department and reports directly to the Mayor. To be successful in this position, the incumbent must be knowledgeable of, and keep current with, state and national issues affecting public power in a municipal operation and the energy industry in general.

This position requires a demonstrated ability to work well with supervisory, professional and technical employees in the department, with the City’s management team and with the City’s utility customers and the general public. The incumbent is required to represent the City’s interests on various boards, agencies, committees and industry associations.

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Maintains maintenance and responsibility of all electrical distribution and sub-transmission systems owned by the City.

Must have prior experience in natural disasters (storms, floods, hurricanes, etc.)

This position is subject to 24-hour call.

### **III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

Develop and implement departmental goals and objectives. Investigate electrical material failures to determine the cause and to determine the need to revise methods of operations. Represent the department on various joint agencies and committees. Prepare required reports and filings to comply with applicable state and federal regulations.

Set goals, plan and develop electrical system expansion projects based on analysis of City needs, line loads and capacities, workload, and staffing levels, taking into consideration economic, regulatory and legislative influences to provide appropriate and efficient electric service for the City.

Prepare initial department budget request and necessary justifications for presentation to budget committee. Manage and monitor approved department budget. Review and approve expenditures. Review progress and make modifications as necessary. Develop appropriate rate models.

Manage and evaluate work of subordinates, including supervisory personnel. Interview and effectively recommend hiring, disciplinary and termination actions. Ensure subordinates receive adequate training, including safety training.

Coordinate the design of electrical power systems for new subdivisions, for both overhead and underground delivery. Establish material, equipment and construction standards. Calculate cost estimates for new construction projects undertaken by department. Review permits applications, indicating costs and other pertinent information for electrical installations. Review engineering and layouts of proposed subdivisions, land partitions and commercial plats and applications to ensure availability and proper delivery of electric service.

Prepare specifications for equipment and material purchases. Monitor inventory to ensure adequate levels of needed materials. Prepare cost estimates and ensure proper billing for services rendered. Communicate with other departments and public utilities on issues that may affect their operations. Follow all safety rules and procedures established for work areas.

Maintains maintenance of all electrical systems for all City owned properties, buildings and facilities. Responsible for upgrades, new additions to City owned properties, buildings and facilities and in-house work in coordination with facilities maintenance.

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#### **IV OTHER DUTIES AND RESPONSIBILITIES**

Prepare contract documents for capital improvement projects, including drawings and construction specifications.

Work with appropriate citizen advisory committees and focus groups.

Make special business development contacts as needed to ensure the ongoing success of the Electric Utility.

Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

Attend City Council meetings.

Maintain work areas in a clean and orderly manner.

#### **V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough Knowledge of:

The theories, principles, practices and techniques of engineering as applied to utility engineering, safety regulations and environmental laws;

The practices, methodologies, materials, and procedures related to electric distribution and transmission;

Knowledge of:

Effective leadership and management principles and practices;

Applicable laws and regulations affecting the electric utility industry;

Principles and practices of budgeting (operational and capital), communication, contracting, information technology, public relations, project management, performance standards, telecommunications, records management;

Effective supervisory methods, practices, and techniques;

Important developments in local, State and Federal regulations and agencies as they relate to the City's electric utility;

Interrelationships between other utility divisions, City departments, and other municipal programs.

Ability to:

Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;

Create a culture that is conducive to change and that is able to select, recruit, retrain, develop and motivate a skilled and talented workforce where everyone knows their

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mission, role, and job; where goals and objectives are clear and established for the individual and for the department;

Create an organization that delivers excellent customer service through ethical leadership standards, establishing an atmosphere of respect for employees consistent with the City's Personnel Rules, Policies and Procedures;

Develop budgetary needs and monitor appropriations;

Communicate effectively, orally and in writing, and prepare and present reports, complex technical data and recommendations;

Manage complex projects that further the long-term objectives of the department and the City;

Build constructive relationships by promoting effective partnerships with City peers, employees and consumers;

Represent and speak for the department and its work, e.g. explaining and promoting the goals and objectives of the department to outside groups, meetings and committees;

Understand the roles and relationships of the various components of national and state policymaking and implementation processes in order to formulate effective strategies and alliances representative of the interests of the municipal utility;

Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of client needs by readily readjusting priorities to respond to customer demands;

Be insured by the City's automobile liability insurance carrier.

## **VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING**

Bachelors of Science Degree in Electrical or Civil Engineering or a field directly related to the management of a municipal utility preferred AND/OR

20 years experience in engineering, operations and/or business management in an electrical utility, five years of which must be in a senior management capacity.

A valid Alabama Driver's License is required.

## **VII EXTENT OF PUBLIC CONTACT**

The incumbent in this position represents the utility and the City on various boards, agencies, committees and industry associations. The incumbent must meet regularly with developers, builders, contractors, homeowners and the general public concerning the utility.

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**VIII PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to read, stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 40 pounds while receiving materials and supplies for inventory purposes. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle and stocking warehouse and performing inventory functions.

**IX WORKING CONDITIONS AND ENVIRONMENT**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Incumbent may spend up to 40% of the work period in outdoor environments while observing and inspecting work of department personnel.

**X RESIDENCY REQUIREMENTS**

Residency in the City of Fairhope is not required; however the incumbent must live in an area such that he or she can respond to an outage or callback within ten (10) minutes time.

*This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.*