

**CITY OF OBERLIN JOB DESCRIPTION  
DISTRIBUTION SUPERINTENDENT**

<b>Title:</b>	Distribution Superintendent	<b>Department:</b>	OMLPS/ Electric Department
<b>Supervisor:</b>	OMLPS Director	<b>Positions Supervised:</b>	Electrical Lineman
<b>Status:</b>	Full-Time	<b>Civil Service Status:</b>	Classified/Non-Competitive
<b>FLSA Status:</b>	Exempt	<b>Exemption Category:</b>	Administrative
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	6
		<b>Schedule:</b>	Regular business hours, 5 days per week; some evenings and weekend hours, as needed.

***This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.***

**General Statement of Duties:**

The Distribution Superintendent is responsible for the operation, maintenance and routine construction work of the electric distribution system. The Distribution Superintendent will supervise, plan and coordinate the activities of the electric distribution division staff within the Electric Department; coordinate electric distribution activities with other divisions and departments, outside agencies and the general public; and provide highly complex staff assistance to the OMLPS Director.

The Distribution Superintendent shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Distribution Superintendent shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Distribution Superintendent shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility. The Distribution Superintendent also serves as a member of the City Management Staff and will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

**Minimum Qualifications:**

High school diploma or equivalent (Bachelor's Degree from an accredited four-year college or university preferred), supplemented with electrical engineering or related courses and seven (7) or more years relevant work experience or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license.

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

### **Supervision:**

Works under the supervision of the OMLPS Director and supervises the work of the Line Crew Chiefs, Journey Line Workers and Linemen B.

### **Primary Job Duties and Responsibilities:** *(Essential functions are identified by an "\*\*")*

- Perform complex administrative work in supervising and directing the operation of the municipal electric distribution division in all phases of planning, construction, operation and maintenance of the electric distribution and transmission system, and related components, facilities and operations.\*
- Direct, coordinate and review the work plan for the division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.\*
- Coordinate the daily operational activities for the division, including planning and scheduling work and preparing work orders for all division personnel.\*
- Participate in the development and implementation of goals, objectives, policies and priorities for the division; identify resource needs; recommend and implement policies and procedures.\*
- Responsible for the planning and designing of overhead and underground electric distribution systems including line system one-line drawings and lists of materials.\*
- Coordinate and manage all utility line clearance and other tree work related specifically to the electric distribution system.\*
- Coordinate emergency response activities for system outages/events. Schedule and coordinate standby personnel rotation for division. Remain available for assistance with emergency operations.\*
- Coordinate and manage the preventative/scheduled maintenance requirements for division facilities, equipment, vehicles, tools, etc.\*
- Coordinate and assist engineers, contractors, and residents to communicate and understand the construction standards required for connecting new or upgraded facilities to the electrical distribution system.\*
- Responsible for seeking quotes and issuing purchase orders for procurement of materials, equipment, tools, etc. necessary for the operation and maintenance of the electric distribution system.
- Responsible for diagnosing, evaluating, and implementing corrective action to remedy problems related to distribution operation.\*
- Perform regular reviews of field operations and equipment on a citywide basis; plan for upgrades, replacement and repairs on electric distribution lines and related systems and equipment, as well as preparing bid specifications for the purchase of distribution equipment and capital projects.\*
- Participate in the development and administration of the electric distribution operations and capital budgets; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.\*
- Maintain all records associated with the operations and maintenance of the division.
- Communicate verbally and in writing with outside engineering firms, electrical contractors, suppliers, manufacturers, etc.\*
- Respond to customer inquiries or complaints associated with operations of division.
- Effectively maintain positive and responsive public relations with the public, council members, co-workers and subordinates using an appropriate depth of judgment to balance technical and operational demands with responsive concerns for public service.
- Attend and participate in staff (and other) meetings; stay abreast of new trends and innovations in the field of electric power distribution.
- Ensure compliance with all safety and utility policies, procedures and regulations.
- Coach, train and develop employees; and perform succession planning. Prepare employee performance evaluations.\*

- Assist with the recruitment and hiring of personnel for the electric distribution division.\*
- Required to be "on call" 24 hours per day, seven days per week.
- At the direction of and delegation by the OMLPS Director, supervise all operations of the Electric Department.
- Perform other related duties as assigned.

**Required Knowledge, Skills and Abilities**

- Knowledge of general theory, practice, work methods and procedures of electrical power distribution system design, construction and maintenance; knowledge of equipment and materials used for electric distribution system construction and repair work.
- Knowledge of electric transmission and distribution system used by the City.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations related to electric distribution.
- Knowledge of basic management techniques, with the ability to supervise, train, prioritize and assign division work, and evaluate assigned staff.
- Well-organized in order to administer a myriad of activities simultaneously.
- Excellent leadership, communications, math and interpersonal skills.
- Knowledge of budgeting procedures and techniques and municipal government procurement.
- Knowledge of overall electric utility operations and scheduling; knowledge of all safety rules as stated in the adopted safety manual.
- Knowledge of safe work practices of working with electricity.
- Ability to utilize modern office procedures, methods, equipment and record keeping.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to estimate job and damage costs.
- Ability to prepare and administer a budget.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to remain available, as required, to handle unusual or emergency situations.
- Ability to tactfully respond to citizen inquiries and complaints.

**Licenses and/or Certifications:**

Valid Ohio Class "A" Commercial Driver's License

**Work Environment:**

Standard office equipment is utilized routinely in the job, and the work is performed both in a typical office environment with adequate lighting, ventilation and temperature controls and in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards.

**Work Situation Factors:**

Position requires competing demands; may require occasional work beyond normal business hours.  
**SAFETY SENSITIVE POSITIONS ARE SUBJECT TO DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

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Employee Signature/Date

\_\_\_\_\_  
Human Resources Signature/Date

\_\_\_\_\_  
Appointing Authority Signature/Date

*Alth Dupree* 7-29-14  
\_\_\_\_\_  
Supervisor Signature/Date

*[Signature]* 7/29/14  
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Law Director Signature/Date

Reviewed by Civil Service Comm:  
Reviewed by City Council: N/A