

TITLE: Engineering and Services Superintendent

EL/22

DEPARTMENT: Electric, City of Franklin

JOB SUMMARY: This position is responsible for assisting in the development and design of electric systems, supervising the Electric System Technicians, Engineering Technicians and assisting the Director as required in overseeing department activities. This is a safety-sensitive position.

MAJOR DUTIES:

- o Prepares plans and specifications for the installation and operation of electric systems.
- o Analyzes electric systems to maximize reliability and minimize maintenance and cost.
- o Supervises the load management program; trains, supervises, schedules personnel; oversees the operation and maintenance of assigned peak generator plants; manages the cycle-and-save program.
- o Assists new customers with service design.
- o Provides comprehensive rate analysis for commercial and industrial customers.
- o Resolves customer issues.
- o Designs and maintains information networks; designs, installs, and maintains Ethernet and Fiber Optic networks.
- o Solicits bids and purchases for specialized construction as well as maintains list of City approved construction materials.
- o Coordinates safety training for the department.
- o Performs the duties of the Director/Deputy Director in their absence.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of electric engineering theory.
- o Knowledge of electric system design and operation.
- o Knowledge of the materials, methods, practices, and equipment used in the operation, maintenance, and repair of high voltage electric utility systems.

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- Knowledge of general management principles, practices, theories, and methods.
- Knowledge of personal computers for use in word processing and electronic communications.
- Skill in coordinating multiple-unit activities to achieve targeted results.
- Skill in the supervision of personnel.
- Skill in oral and written communication.
- Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The Director/Deputy Director assigns work in terms of very general instructions. The Director/Deputy Director spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include National Electric Safety, OSHA, FERC, DOE, and EPA regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the activities of the Electric Department. Successful performance in this position contributes to the efficient delivery of electric utilities to customers.

PERSONAL CONTACTS: Contacts are typically with other city personnel, elected and appointed officials, business managers, industry lawyers, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping. The employee frequently lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, hardhat and traffic safety vest.

Revised: March 9, 2020

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over the Senior Engineering Technician and Electric System Technician.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree or any combination of related experience in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain and maintain a valid driver's license for the type of vehicle or equipment operated.