

ELECTRIC OPERATIONS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise electric operations within the Electric Utility Department; and to perform a variety of technical tasks relative to assigned area of responsibility. Position may be assigned to one or more of the following electric utility operational areas: line construction and maintenance, troubleshooting, metering, dispatch, warehouse, vegetation management, or street lighting.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Electric Operations Manager.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned staff; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of assigned staff.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, supplies, and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee asset deployment, specification, monitoring, costing and tracking; act as technical lead in support of the department's asset management system.

Implement and develop policies to ensure compliance with NERC (North American Electric Reliability Corporation) and FERC (Federal Energy Regulatory Commission) electric regulatory reliability standards, guidelines and regulations.

Supervise new construction and capital improvement projects, cable replacement work, and general replacement and improvements.

Confer with developers, engineers, contractors and City engineering staff, other divisions and departments, and outside agencies regarding electric utility projects and activities.

Conduct site visits to assess construction, operation and other conditions and perform inspections before, during and after construction.

Review project plans and drawings with crew leaders and other staff as appropriate.

Recommend changes based on field observations and operational problems.

Provide technical advice and assistance on difficult work problems.

Coordinate material delivery needs of assigned staff and crews.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of electrical theory as applied to electrical circuits and wiring systems.

Methods, equipment, tools and materials used in the maintenance, construction, operations and installation of electric utility equipment.

Components and parts used in electric transmission and distribution systems.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct electric utility operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently reach, bend, squat, climb, kneel and twist while conducting field inspections; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Supervise assigned staff during prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Interpret and explain pertinent regulatory standards and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible experience in electric utility systems operations, construction, maintenance and repair work; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth grade. Positions assigned to Line Construction require completion of a recognized power line apprenticeship program.

License and Certificate

Possession of a valid California driver's license by date of appointment.

06-10-17	Electric Operations Supervisor
08-15-09	Electric Line Construction Supervisor
09-29-03	Line Construction Manager
03-26-98	
05-21-90	Asst. Electric Superintendent