

City & Borough of Wrangell

Position Description

Position: Electric Utility Superintendent	Position Number:
Department/Site: Light Department (Wrangell Municipal Light & Power)	FLSA: Non-exempt
Supervised and Evaluated by: Borough Manager	Salary Grade: 30

Summary

Under the direction of the Borough Manager, plans, directs, coordinates and supervises the activities and personnel of Wrangell Municipal Light & Power, including all construction, operations, personnel, and maintenance activities in the department.

Distinguishing Career Features

The Superintendent of the Electrical Utility is in charge of Wrangell's generation and electric distribution systems, and must manage all the employees of the department. The Superintendent is a management position with attendant responsibilities.

Essential Duties and Responsibilities

- Provides leadership to all electrical employees and coordinates their projects and assignments. Prepares annual budget for electrical department and presents to the Borough Manager. Provides monthly reports for the Borough Manager on the electrical department's operations. Interacts with employees, other city departments, external agencies, and rate payers, as well as the general public to bring project efforts to completion. Facilitates use and care of equipment. Maintains control of department budget and personnel hourly payroll. Keeps the Borough Manager apprised of critical department needs.
- Responds to customer queries and complaints and tries to resolve problems as they arise. Evaluates electrical service to homes and businesses, determines cause of poor or lack of electrical connections, and makes necessary corrections to distribute lines and services.
- Performs routine residential and commercial building electrical inspections to ensure construction and safety compliance according to the Wrangell Municipal Code and the National Electric Code (NEC). Maintains complete records and prepares appropriate forms.
- Performs regular evaluations and directs maintenance tasks to ensure proper generation and distribution operation. Oversees the operation, maintenance and repair of the diesel generating plant and distribution system. Responsible for all electrical maintenance, new work in power plant, overseeing and performing building maintenance, and repair duties to ensure that all power plant structures and distribution infrastructure are safe and operating efficiently.
- Oversees capital projects and installation of new equipment for generation and distribution operations. Determines specifications and ensures that construction procedures are safe and efficient. May request contractor bids for large projects.
- Prepares agenda statements and reports for the Assembly; and attends Assembly meetings as necessary.
- Performs other related duties as required or assigned.

Qualifications

▪ **Knowledge and Skills**

- Requires considerable in depth knowledge of electric generation and distribution operations to ensure that equipment installation and construction is done safely, efficiently, and according to specifications. Requires experience with contract bidding and the ability to interact with private contractors' prior to and during projects. Requires knowledge of safety standards and expertise necessary to ensure conformance to those standards.
- Requires good verbal and interpersonal skills to courteously and effectively resolve any utility customer problems.
- Requires thorough knowledge of required electrical codes and standards as well as the ability to inspect building electrical systems. Requires record-keeping skills and knowledge of forms necessary for programs.
- Requires mechanical knowledge and skill to oversee operations, maintenance and repair of diesel generators safely and efficiently. Requires organizational skill to delegate maintenance and repair tasks.
- Requires willingness to perform other job-related duties as situations arise. Requires a strong sense of teamwork, and the ability to work cooperatively with others.

▪ **Abilities**

Requires the ability to coordinate employee maintenance and repair activities. Requires ability to determine source of electrical failures, (sometimes not obvious), whether they be on the customer's premises or the secondary electrical source.

▪ **Physical Abilities**

Ability to be physically active, demanding duties such lifting heavy materials, and working with heavy equipment during irregular hours and in severe weather

▪ **Education and Experience**

Requires the equivalent of a high school diploma, completion of an electrical apprenticeship program or trade school diploma, as well as extensive industrial maintenance and electrical work experience.

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License.

▪ **Working Conditions**

This is a full salaried administrative position inclusive of any overtime, or related monetary compensation. Requires additional hours beyond the normal work day as sometimes dictated by failures of equipment, power outages, or weather conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department:	Electric
Supervisor:	Borough Manager
Prior Revision Date:	2009
Last Revision Date:	March 2018
Revision Made By:	LVB
Revision Approved By:	Assembly March 27, 2018
Date Provided to Bargaining Unit:	N/A