

## **WAUNAKEE UTILITIES POSITION DESCRIPTION**

<b>Position Title:</b>	<b>ELECTRIC SUPERINTENDENT</b>
<b>Reports To:</b>	General Manager
<b>Employment Category:</b>	Full Time
<b>Supervision Received:</b>	Works Under Supervision of the General Manager
<b>Supervision Exercised:</b>	All Electric Department Staff

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### **General Summary**

Directly responsible to the General Manager, the Electric Superintendent is in charge of the entire electric department. The Electric Superintendent provides overall efficient management of the department. This position is responsible for the coordination of operation and maintenance of the system, facilities, buildings and grounds.

The Electric Superintendent shall have a strong commitment to serve the Utility and its customers, good leadership qualities, the ability to supervise, and a willingness to assume significant assignments and responsibilities in administering activities of the department. The employee shall promote a good working relationship with Utility staff, and between the Utility and other Village departments.

### **Essential Duties and Responsibilities**

The Electric Superintendent will plan, schedule, design, forecast, and manage the technical and engineering aspects of all Utility operations to ensure accuracy, proper resources, and quality.

Work performed is expected to align department strategy with the Utility's strategic goals, including operating the system reliability and efficiently, producing exceptional customer service and employee satisfaction, promoting environmental responsibility, and establishing safety as the top priority.

The responsibilities below are at times also shared with the Electric Operations Manager.

#### *Job Planning/Implementation*

- Having a comprehensive knowledge of the principles, practices, and methods of electrical engineering.
- Planning/layout of new overhead and underground distribution system, including the design, estimating, and coordinating project completion.
- Coordinating projects with other utilities, developers, contractors, customers, and other Village departments.
- Inspecting job sites to review projects/determine needs, problems, changes, etc.

- Inspecting and directing maintenance to insure proper working order of all electrical system equipment including but not limited to substations, electrical overhead and underground services, transformers, and metering. Also includes maintenance of grounds and structures.
- Investigating and mitigating power quality concerns, performing load flow analysis.
- Planning for future load growth.
- Assuring recording of data related to new plant, maintenance, and removal of electrical facilities, including but not limited to up-to-date mapping, pole information, transformer records, work orders, etc., on a timely basis.
- Willingness to work in the field collaboratively with crews to develop the safest and most efficient designs possible.
- Overseeing development of short and long-term operational goals.
- Recommending long-term capital improvements.
- Providing information to assist in the budget preparation.
- Planning regular maintenance schedules for vehicles/equipment/facilities.

### *Outages/Problems*

- Directs the investigation of problems and provides assistance to resolve them.
- Assists with resolving problems to restore service to customers as soon as possible.
- Assists in resolving any customer complaints caused by the outages/problems, including appropriate follow up.
- Assures adequate customer notice is provided prior to any planned outages.
- Assures that required data is recorded for SAIDI and CAIDI averages.

### *Safety*

- Creating and sustaining the highest level of safety culture for employees.
- Prepare for and lead weekly safety meetings and other training programs.

### *Metering*

- Supervise those in charge of the metering functions, including:
  - Schedules testing of electric meters on a timely basis and assures related records and reports are kept.
  - Oversees selection, installation, maintenance, utilization, and removal of all utility metering equipment.
  - Oversees trouble shooting customer meter related problems, analyzing and resolving, and preparation related required reports and follow up.

### *Policies*

- Informed on regulatory agency requirements, and local policies and procedures, and insures compliance of same.
- Periodically reviews Village ordinances, Administrative Code rules and regulations for planning.

### *Personnel*

- Assists with evaluation of employees as requested by General Manager.
- Informed on the use of all safety equipment and safety training, and insures compliance with safety regulations. Keeps up to date records of same.

### *General*

- Maintain positive customer service in the most efficient and responsible manner possible.
- Recommend new methods to improve efficiency and productivity in system and presents preventive maintenance/improvement programs.
- Ability to effectively work with water/sewer department in projects.
- Provide specifications for all new truck/equipment purchases.
- Attend seminars and meetings of the industry as requested.
- Maintain professional skills with continuing education.

## **Physical Demands**

The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently outdoors subject to inclement weather and noisy conditions.

## **Required Qualifications**

- Bachelor of Science degree in electrical engineering (or related discipline) and a professional certification are desired.
- Five or more years of related experience.

- Comprehensive knowledge of the principles, practices, and methods of an electric distribution system, including electric circuit analysis and construction project management techniques and procedures.
- Knowledge of Wisconsin and National Electric Codes, National Electric Safety Codes, PSC rules for services and metering.
- High regard for safety, an interest in working as part of a team and contributing to high morale in the Utility.
- Ability to routinely take initiative and be resourceful in handling and solving engineering problems.
- Strong complex problem-solving abilities.
- Knowledge of computerized mapping systems.
- Maintaining technical knowledge by attending educational workshops, reviewing publications, establishing professional networks, and maintaining knowledge of state and federal electric regulations.
- Good interpersonal skills and the ability to deal in a friendly manner with the general public and co-workers and supervise and motivate employees.
- Ability to make unsupervised decisions and operational changes as required, define problems, collect data, establish facts, and draw valid conclusions.
- Excellent communication skills, including the ability to translate complex or technical issues into a form understandable to others.
- Proficiency and experience with the Utility mapping system, Microsoft Office Suite of products, and overall strong computer skills.
- Valid Wisconsin driver's license and excellent driving record.
- Ability to establish and maintain good working relationships with other employees and the public.
- Willing to work in sometimes-adverse weather conditions.
- Must successfully complete pre-employment medical/fitness evaluation prior to beginning employment.

### **Salary and Benefits**

Negotiated wage. Full Utility benefits.

### **Residency**

The employee shall reside within a thirty (30) mile radius of the utility facility. Each such employee shall establish such domicile within eighteen (18) months from the date each such person began employment with the utility.

*Waunakee Utilities is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Utility will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

Revised 9/13/24

Exhibit A

**WAUNAKEE UTILITIES**  
**Functional Physical/Environmental Evaluation**

An evaluation by a physician and/or the employer in accordance with this Functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluations and determination that a reasonable accommodation (if necessary) can be made.

<p>During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:                  Rarely—hardly ever                  Occasionally—a few times per month                  Frequently—a few times per week                  Very Frequently —a few times per day or more</p>	
<b>Task/Occurrence</b>	<b>Frequency</b>
Lift	Frequent
Ability to lift:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Frequently
Over 100 pounds	Occasionally
Sit	
In stationary location	Occasionally
On moving equipment	Very Frequently
Stand	Very Frequently
Walk	Frequently
Bend	Very Frequently
Push	Frequently
Ability to push:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Occasionally
Over 100 pounds	Rarely
Reach overhead	Frequently
Pull loads	Occasionally
Ability to pull:	
5-29 pounds	Frequently
30-59 pounds	Frequently
60-99 pounds	Occasionally
Over 100 pounds	Rarely
Kneel	Frequently
Hand over hand motion	Frequently
Climb ladders, 6' to 9'	Occasionally

Use of both hands	Very Frequently
Use of fingers to grip objects tightly	Very Frequently
Wrist tightening and loosening	Frequently
<b>Task/Occurrence</b>	<b>Frequency</b>
Drive	Very Frequently
Work in confined spaces	Rarely
Work with electricity	Frequently
Work with hazardous materials	Frequently
180° range of head movement	Frequently
Use of respirator	Rarely
Exposure to:	
Work outside	Very Frequently
Work outside during inclement weather	Frequently
<b>Vision Capability</b>	<b>Requirement of Position</b>
Close vision, clear at 20 inches or less	Yes
Distance vision, clear at 20 feet or more	Yes
Color vision, identify and distinguish colors	Yes
Peripheral vision	Yes
Depth perception, judge distance and space	Yes
Focus	Yes