

Jurisdictional Class: Competitive  
Adopted: October 3, 2002  
Revised: May 11, 2010

**ELECTRIC SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative and managerial position requiring engineering and executive ability of a high order. The Manager of the Municipal Lighting Department prescribes departmental goals and objectives. The Electric Superintendent establishes programs and detailed procedures to carry out these departmental goals and objectives. General and direct supervision is exercised over the activities of the operation of line, meter, engineering, plant, stores, and vehicle maintenance divisions. Superintendent is required to be on standby duty and respond to system emergencies. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the operations of transmission and distribution substations and other utility facilities;  
Supervises the maintenance of power transmission and distribution lines, service lines, traffic signal systems, street lighting system, and associated system plant and equipment;  
Supervises the accurate recording of power consumption in the activities of the meter testing division;  
Supervises electric system studies and makes recommendations to Manager on future electric system improvement requirements;  
Supervises layout of substations, transmission and distribution lines, traffic signal, and street lighting systems;  
Recommends and purchases materials and supplies for the operation and maintenance of the electrical system and prepares bid specifications for material and supplies;  
Recommends vehicle and equipment purchase requirements and prepares bid specifications for them;  
Supervises the preparation of plans, cost estimates, and specifications for all new construction connected with the substations, transmission and distribution lines, traffic signal, and street lighting systems;  
Oversees all new construction and installation or removal of equipment within the system;  
Provides information and assists Manager in preparing reports to the New York Public Service Commission, federal agencies and other regulatory bodies as required;  
Recommends and conducts studies on power generation and distribution and transmission costs;  
Contacts and confers with consumers, contractors, engineers, inspectors, and other municipal departments relating to power requirement for future development, electrical system problems, and other related matters;  
Supervises and oversees the Engineering Division, makes recommendations and decisions on computer system requirements, computer software programs, and radio system equipment;  
Supervises and oversees the Stores Division;  
Supervises and oversees vehicle maintenance.

## Electric Superintendent

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of administrative and managerial procedures and techniques;  
Thorough knowledge of the methods involved in the initiation, planning, development, and operation of public electric utility programs;  
Thorough knowledge of safety procedures and requirements as they relate to operations of overhead and underground electric transmission and distribution systems;  
Thorough knowledge of the NESC and OSHA requirements as they relate to the electric utility;  
Good knowledge of computer systems and computer software programs;  
Good knowledge of environmental rules and regulations as they relate to the electric utility;  
Ability to coordinate complex and diverse phases of a public electric utility;  
Ability to obtain cooperation from outside organizations and agencies;  
Ability to develop a good working relationship with others;  
Ability to lead and direct technical procedures, processes, and techniques;  
Ability to lead and direct activities of a practical engineering research and investigation program;  
Ability to express oneself in a clear and concise manner on technical subjects;  
Ability to maintain calmness and coolness during emergency situations;  
Ability to communicate and interact with others in a tactful and positive manner;  
Initiative and resourcefulness in the solution of complex engineering and operational problems;  
Sound judgment especially during emergency situations.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in electrical engineering and five (5) years experience in electric utility operations and construction; two (2) years of which shall have been in a supervisory or management position; or
- (b) Nine (9) years of experience as described in (a) above; two (2) years of which shall have been in a supervisory or management position; or
- (c) An equivalent combination of training and experience as defined by the lines of (a) and (b) above.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a New York State Professional Engineer's license.

Eligibility for a New York State Class "D" Driver's license at time of application; possession within six (6) months of appointment.