



NOTICE OF JOB OPENING

Light & Power Superintendent of Operations

Posting Date: November 21, 2016
Department: Light & Power
Reports to: Light & Power Director
Salary Range: Grade E-9 - Salary Range \$34.96 - \$53.62 per hour
Position Type: Full-Time Exempt
How to Apply: Applications available at bountifulutah.gov (City Application REQUIRED)
Send to: Human Resources, 790 South 100 East, Bountiful, UT 84010
Email: jobs@bountifulutah.gov

Deadline to Apply: 6:00 p.m., Monday, December 5, 2016

Overview:

Directs, supervises and coordinates workload of the line crews, tree trimmers, and metering divisions.

Essential Functions:

Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and other characteristics. This list of tasks is illustrative only, is not a comprehensive listing of all functions and tasks required for the position and do not create any employment, compensation, or contract rights. Management reserves the right to add or change duties at any time.

Tasks:

1. Supervise, direct and plan the work of line crew and metering technicians in constructing, maintaining, reporting and patrolling transmissions, distributions and telemetering lines and their appurtenant structures. Supervise on-the-job daily and emergency callouts to make sure that proper safety precautions are observed.
2. Receive instructions of general nature together with plans and specifications from the Bountiful Light & Power Engineering Division and proceed with necessary manpower to complete all line and substation work. Assist in coordinating work with sub dividers, developers and customers and organize employees to perform the work in a timely and safe manner. Assist in developing and designing plan to meet new load requirements and system improvements.
3. Monitor inventory to ensure that all job related materials are in good supply and available.
4. Check outage complaints and assist billing department with customer complaints by checking meter changes and demands for correct multiplier on commercial meters.
5. Attend Power Commissions meetings, staff meetings and other meetings as required.
6. Supervise, plan and direct maintenance and electrical construction work for all facilities such as department buildings, ball parks, tennis courts, etc.
7. Administer the line and meter Apprentice Program.
8. Supervise and maintain records on the maintenance, inspections and service on the department's vehicles. Coordinate service on vehicles with the City's maintenance shop. Draw up specifications and purchase all new vehicles through proper bidding process.
9. Perform other duties of a like or lesser grade which may be assigned.

Knowledge, Skills and Other Characteristics:

Extensive knowledge of line work and a thorough knowledge of electricity.

Thorough knowledge of all of the circuits in the City and ability to know how to switch them during a crisis period. Must be skilled in the operation of all departmental equipment and have the ability to work and teach safe work practices. Ability to read mapping and interpret final results.

Math skills: Requires mathematical development sufficient to be able to work with exponents, analytical geometry, and algebraic functions with electrical and mechanical applications.

Language skills: Must have developed language skills to be able to read literature, technical journals, instruction manuals, financial reports, and legal documents. Must be able to write operational manuals, maintenance procedures, logs, maintenance reports and equipment specifications. Must also be able to deal with various kinds of people and communicate both verbally and in writing using good language skills.

Must be able to use a computer with a basic knowledge of Excel and Word sufficient to prepare spreadsheets, computation reports, budgetary proposals, and specifications.

Must have a thorough knowledge of the Bountiful City Light & Power Department organization and the functions it performs, including budgetary practices, planning, organizing, scheduling, directing and managing operations.

Ability to solve problems and make decisions using facts and personal judgement.

Ability to work well in sometimes stressful, high pressure situations and the ability to maintain strict confidentiality concerning information learned in the course of performing the duties of the job.

Must be able to distinguish and work with colors

Must live within a 20 minute response area.

Physical Requirements:

This position requires some medium physical effort. It may include frequent lifting of up to twenty (20) pounds and occasional lifting of up to forty (40) pounds. Some bending, stooping, walking or standing will be required.

Will be required to carry and respond to a cell phone/pager, to be on call on a rotational basis, and has the potential for call outs outside of normal working hours.

Education and Experience, Required Licenses & Certifications:

Graduation from an accredited college, university or technical school as a Journeyman Lineman with four (4) years experience, two (2) of which must have been in a supervisory capacity, or any equivalent combination of education and experience.

Current Commercial Utah Driver's License (CDL)

Must be able to pass a pre-employment criminal background, driving record check and drug test.