



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Electric Distribution Superintendent
DEPARTMENT.....:	Utilities
DIVISION.....:	Electric Distribution
CLASSIFICATION/GRADE.....:	Utilities Superintendent – Electric Distribution/212
REVISED.....:	04/2019
REPORTS TO.....:	Utilities Director
REVIEWED.....:	04/2019
WAGES.....:	Exempt (Salaried)

SUMMARY:

The Electric Distribution Utility Superintendent actively directs, supervises, and coordinates all aspects of electric utility transmission and distribution system construction, operations, and maintenance including substations, power lines, revenue metering. The incumbent insures all policies, procedures, and physical concerns are adhered to or addressed in accordance with established priority and degree and performs administrative functions related to personnel oversight, asset inspection and maintenance record keeping, materials acquisition, and recommendations regarding regulation, policy, and procedure. This employee is required to exercise considerable judgment in the planning and direction of resources and in the coordination of response in emergency situations. A high degree of availability in support of system operations is required.

BASIC FUNCTIONS:

1. Coordinates operation and maintenance of electric utility system transmission and distribution assets including substations, power lines, revenue metering.
2. Maintains a safe work environment ensuring appropriate safety meetings, work planning, and training is conducted regularly and that established regulations are observed for the welfare of workers and protection of assets.
3. Develops and implements training for subordinate personnel.
4. Personally supervises critical jobs and insures all work is conducted in a safe, efficient, and professional manner.
5. Maintains records of electric utility system operations, inspections, and asset maintenance.
6. Works closely with other department and division personnel in a collaborative manner regarding operation, maintenance, and planning of improvements to the electric utility system.

OTHER REQUIREMENTS:

1. Ability to plan, coordinate, and supervise the work of subordinates.
2. Considerable knowledge of the materials, equipment, methods, means, and practices employed in the construction, operation, and maintenance of electric utility transmission and distribution systems.
3. Ability to exercise good logical judgment in the evaluation of operational alternatives under adverse/emergency circumstances such as transmission and distribution system switching.
4. Good verbal and written communication skills including technical writing and the ability to prepare and deliver presentations.
5. Computer literacy including intermediate skill MS Office suite.

EDUCATION/EXPERIENCE:

1. High School Diploma
2. Minimum six (6) years' experience in electric utility transmission and distribution systems.
3. Equivalent combination of education, training, and experience