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4721(NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

11/12/2009
Revised

**TITLE: UTILITIES ELECTRIC SUPERINTENDENT
UTILITIES ELECTRIC SUPERINTENDENT (NON-CLASSIFIED)***

DEFINITION

Under general direction, to plan, coordinate, supervise, and review underground and/or overhead electrical transmission and distribution system construction and maintenance, or substation construction, maintenance and operation; to provide technical staff assistance; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

Knowledge of Riverside's construction and engineering practices. Ability of understanding customer's needs and balancing with cost effective scheduling.

REPORTS TO: Utilities Electric Field Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Utilities Electric Field Manager. Supervises and directs other supervisors, crafts and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Plan, schedule, assign, supervise, and coordinate the work of crews and employees in the construction, maintenance, and repair of underground and overhead electrical systems.
- Plan, organize, schedule, assign, supervise and coordinate substation operations and the installation, construction, testing, maintenance, and repair of electrical substation equipment.
- Participate in conferences with engineers, other utilities, contractors, consultants and City staff regarding projects and project problems; review project plans and drawings with crew supervisors, making change recommendations based on field observation and operation problems; inspect field projects in progress and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in field operations, recommending improvements.
- Participate in the safety program and coordinate the training of apprentices.
- Maintain project and general operating records and prepare reports as required.
- Assist in budget preparation and administration.
- Select, supervise, train, and evaluate subordinates.
- Participate in committee activities as directed.

QUALIFICATIONS

Knowledge of:

- Approved methods, materials, and tools used in electrical underground overhead and/or substation construction, maintenance, and repair work.
- Principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work problems.
- Occupational hazards and standard safety precautions necessary in the work.
- Applicable regulatory codes affecting electric utility construction.
- Substation operations and the techniques of dispatching electricity.
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Plan, coordinate, and direct a diverse electrical construction, maintenance, and repair operation.
- Understand and carry out complex oral and written instructions and to read and interpret engineering plans, blueprints, and diagrams.
- Review engineering plans as they relate to field problems and make recommendations.
- Communicate clearly and concisely, orally and in writing.
- Select, train, supervise, and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, preferably supplemented by advanced course work in technical fields applicable to electrical field operations.

Experience: Three years of supervisory experience in electrical overhead and underground construction, maintenance and repair.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

May require possession of or the ability to obtain an appropriate valid California Commercial Motor Vehicle Operator's License based upon operational need and the duties assigned.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Electric Superintendent

TO: Utilities Electric Field Manager