



JOB DESCRIPTION

Utility Distribution Supervisor

Date Prepared: August, 2014

SUMMARY: Under limited supervision, supervises and directs the operations and maintenance of the City's electrical distribution system; performs troubleshooting, emergency response, project oversight, plan/system drawing review, construction inspection, diesel generator operation and service. Work responsibilities extend to participating in natural gas distribution system maintenance and installation; performs related duties, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Prepare weekly work schedules, develop equipment preventive maintenance and VMUS standby duty schedules, keep daily logs of work completed.
- Supervise, train, oversee, and evaluate work performed by assigned staff.
- Attend and coordinate meetings.
- Develop and administer annual employee performance evaluations.
- Participate in the development of the electrical operating budget.
- Purchase materials and tools for work projects and obtain quotes from vendors for contracted work.
- Perform preventive maintenance, inspect, clean, and analyze all components of the VMUS electrical distribution system, including transformers, switches, PMEs, capacitors, cables, connections, vaults, and enclosures.
- Perform minor maintenance, adjustments, and repairs.
- Perform systems checks, as required.
- Conduct voltage checks and power quality data collection on the VMUS electrical distribution system; conduct test runs and system checks on backup diesel generator(s) monthly.
- Review project design and construction plans, read single line drawings.
- Recommend electrical distribution system upgrades.
- Meet with the Utilities Director to review system operations.
- Assist with determining the operating budget for the electrical distribution system.
- Oversee budget expenditures.
- Purchase and maintain inventory of materials and tools for work projects.
- Meet with various City staff, consultants and contractors for construction projects to determine system design, material procurement, and related information.
- Oversee projects, perform construction inspections, plan checks, and system drawing verification.
- Make design change recommendations.
- Perform system/equipment de-commissioning and commissioning of new systems/equipment.

- Assist other City departments with projects and trouble shooting.
- Perform customer service calls regarding power complaints and issues, power turn on/turn off and general service calls.
- Perform line locations of the VMUS electrical and gas distribution systems.
- Perform on-call duties in rotation for electric and gas distribution systems after hours emergencies.
- Perform maintenance and installation of VMUS natural gas distribution facilities.
- Develop, conduct, and participate in monthly electrical and gas system safety meetings, procedures, and equipment training.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND five years of experience in power generation/electrical distribution system operation; three years of experience in high voltage electrical operations; two years in natural gas distribution with Operator Qualifications (OQ); AND two years of supervisory or lead work experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Principles and practices of electrical theory.
- Power generation operations.
- Electrical system operations.
- High voltage electrical work practices.
- Natural gas distribution operations.
- Construction plans and electrical system single line drawings.
- Principles and practices of effective employee supervision.
- Safety practices and procedures.
- Computer software programs.
- Confined Space Entry procedures.
- Traffic Control practices.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Evaluating situations and defining problems prior to an event/incident.
- Investigating events/incidents, establishing facts and drawing valid conclusions.
- Correcting and addressing problems and incidents to avoid recurrence and to have positive outcomes.
- Understanding construction plans and electrical system single line drawings.
- Reading and understanding technical manuals, blue prints, schematics, and wiring diagrams.
- Using various electrical and natural gas tools and equipment.
- Providing efficient customer service.
- Supervising and evaluating the work of staff.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, suppliers, vendors and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- DOT Operator Qualification (OQ) certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office and field environment. May have exposure to dangerous machinery, equipment, extreme weather conditions, gaseous environments, and electric hazards. May be required to perform frequent pushing, pulling, twisting, leaning and sideways motions. May be required to work within confined spaces, vaults and trenches. May be required to climb ladders. May be required to lift and carry items weighing up to 100 pounds. Must be able to hear in the normal range, with or without correction, stamina to work long hours and overtime if assigned. Must be able to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date