

**POSITION TITLE:** ASSISTANT ELECTRIC SUPERINTENDENT  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** ELECTRIC

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Electric Superintendent

**POSITION REPORTS TO**

**DIRECT:** 8      **INDIRECT:** 15

**DIRECT REPORTS BY TITLE:**

Electric Line Supervisor (2); Electric Meter Specialist; Electric Meter Installation Worker; Mechanical Storekeeper Supervisor; Electric Distribution & Substation Specialist; Tree Trimmer Supervisor; Secretary 1

### POSITION FUNCTION

This position is responsible for oversight of the daily activities of the Electric Division of the Public Utilities Department; incumbent functions as Electric Superintendent in his absence.

### JOB RESPONSIBILITIES

- Directs and coordinates work activities of all Electric Division personnel
- Determines and assigns work projects
- Plans and designs new overhead and underground distribution
- Develops street lighting and security lighting
- Conducts field checks to ensure program completion and compliance to standards
- Approves expenditures and payroll
- Establishes Division policies
- Prepares Division budget
- Communicates with contractors, engineers and customers
- Writes specifications for materials and Division equipment
- Addresses customer complaints
- Maintains Division tool inventory
- Performs other related duties as assigned

### PHYSICAL REQUIREMENTS

Job requires incumbent to sit, stand, walk, talk and hear.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to use spreadsheet, database, word processing and selected job-specific software</li> <li>Knowledge of theory, principles and practices of electrical engineering</li> <li>Knowledge of electrical industrial standards and how to apply them</li> <li>Knowledge of codes, regulations and standards governing electrical systems and their construction</li> <li>Knowledge of safety practices and procedures</li> </ul> <p><b><i>Administrative Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to set goals and develop strategies and schedules for meeting them</li> <li>Ability to anticipate problems and develop alternative strategies for goal completion</li> <li>Ability to plan, organize, assign and direct work of staff</li> <li>Ability to adequately allocate resources to meet objectives</li> <li>Ability to handle multiple priorities and projects</li> </ul> <p><b><i>Cognitive Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to interpret a variety of technical information with abstract and/or concrete variables</li> <li>Ability to make timely, sound decisions</li> <li>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</li> <li>Ability to interpret complicated policies, procedures and protocols</li> <li>Ability to perform engineering calculations</li> <li>Ability to draw accurate conclusions from financial and numerical material</li> <li>Ability to apply financial principles and numerical techniques to management problems</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic budgetary principles and practices</li> <li>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</li> </ul> <p><b><i>Communications Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to speak effectively one-to-one</li> <li>Ability to speak effectively before groups and to respond to questions</li> <li>Ability to demonstrate attention to and convey understanding of the comments or questions of others</li> <li>Ability to prepare analyses, policies and/or budgets</li> </ul> <p><b><i>Interpersonal Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to deal courteously and diplomatically with the general public</li> <li>Ability to maintain issue confidentiality</li> <li>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</li> <li>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</li> </ul> <p><b><i>Leadership Skills</i></b></p> <ul style="list-style-type: none"> <li>Knowledge of administration and supervision of staff and activities</li> <li>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</li> <li>Ability to establish effective controls, ensuring that employees have necessary resources and authority</li> <li>Ability to select and evaluate employees</li> <li>Ability to provide performance feedback</li> <li>Ability to facilitate professional growth</li> </ul>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
Work is performed both indoors and outdoors and is subject to pressure from deadlines.

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
Two-year college certificate or equivalent; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.