

CITY OF WEST POINT, MS ELECTRIC DEPARTMENT SUPERINTENDENT

Job Description

- Job Title:** Electric Superintendent, West Point Electric System (WPES)
- Responsible To:** General Manager
- Supervise Directly:** Employees of the electric distribution system and other assigned employees
- Job Summary:** Responsible for planning, organization, operations, and maintenance of the electric department and distribution system

Essential Functions:

1. Establish goals and objectives for the department
2. Work with supervisors in providing work plans and procedures
3. Develop leadership in subordinates
4. Analyze operating procedures and offer advice and counsel. Provide budget and analysis of fiscal status
5. Work with consultants, federal, state, county, and city officials
6. Stay current on rules, regulations, and laws applying to electric distribution system and municipalities to include employment statutes and purchase law
7. Confer with supervisors on quality improvement
8. Work with contractors, builders, and customers in provision of quality service
9. Promote goodwill and work to enhance the image of WP electric department
10. Support the development of safety programs and employee application of sound safety principles
11. Foster professional development for employees
12. Work closely with other City of West Point Department Managers to promote interdepartmental corporation
13. Perform other duties as requested by General Manager

Preferred Educational Requirements

1. Baccalaureate of Science (BS) in Electrical Engineering
2. Mississippi Registered Professional Engineer

Alternate Educational Requirements

A minimum of a high school diploma, GED, or equivalent, coupled with vocational preparation and experience of a minimum of ten (10) years on-the-job training in the electric utility industry with essential experience in less responsible jobs including lower and mid-level supervisory responsibilities and resource management, which ultimately lead to a senior leadership position.

CITY OF WEST POINT, MS ELECTRIC DEPARTMENT SUPERINTENDENT

Alternate Educational Requirements Multiplier

- Successful completion of sixty (60) college credit hours or an Associate Degree in Business or Human Resource Management or other engineering field with training and experience developing and managing Budgets and Human Resources
- Certification as an Apprentice or higher level Journeyman Lineman
- Other lineman courses or other courses associated the electric utilities

Job Requirements

1. Must have the ability to plan, organize, and direct work of a diverse organization
2. Must have ability to express ideas effectively both in writing and orally
3. Must have thorough knowledge of the materials, methods, engineering practices and equipment utilized in the design, construction, operation and maintenance of an electric distribution system
4. Must be familiar with TVA or other Electric Power producers, Billing Systems, Work Order Management Systems, Financial Systems and other companies associated with the Electric Department. Must be able to set deposits, set up electric contracts, and understanding of the billing system for the Water and Light Department.
5. Must have experience in rate making and ability to calculate rates to recover operating costs
6. Must be able to maintain and understand monthly reports and income and expense statements
7. Must have thorough knowledge of administrative practices and procedures of an electric distribution system
8. Must be familiar with Liability, Property, Health and Workman's Compensation Insurance as to managing claims
9. Must be knowledgeable about federal, state, and local laws applicable to a municipal electric distribution system
10. Must be able to supervise subordinates, determining or interpret work procedures, assign specific duties, maintain harmonious relations, and promote efficiency and quality
11. Must be capable of supervising all maintenance and operations functions associated with the Electric Department
12. Must be able to set deposits, establish commercial contracts, and explain the billing system to ratepayers for the Electric Department.
13. Must be able to supervise subordinates, determining or interpret work procedures, assign specific duties, maintain harmonious relations, and promote efficiency and quality
14. Must have computer skills in Microsoft Word, Excel, and Power Point (or equivalent) and other OS software
15. Must have working knowledge of IT/Networking required to perform organizational duties
16. Must provide a minimum of semiannual counseling with written performance evaluations for line crew foremen
17. Must have and maintain a valid driver's license
18. Must be able to work outdoors in differing weather conditions and temperature variations and be able to lift 50 lbs.