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CITY COUNCIL MEETING  
MARCH 5, 1986

CLASS SPECIFICATIONS  
FOR ELECTRIC UTILITY  
SUPERINTENDENT APPROVED

CC-34

Council approved the Class Specifications for Electric  
Utility Supervisor.

# COUNCIL COMMUNICATION

TO: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

DATE  
February 26, 1986

NO.

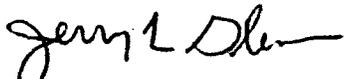
SUBJECT: CLASS SPECIFICATIONS FOR ELECTRIC UTILITY SUPERVISOR

**RECOMMENDED ACTION:** Approve the attached class specifications.

**BACKGROUND INFORMATION:** Class specifications for the Electric Utility Supervisor were last amended in 1967. The incumbent is retiring and we are about to recruit for a replacement. A review of the existing specifications indicates some updating is in order to better describe the requirements of the position today.

The present salary is appropriate for this position so no change in salary is recommended.

Respectfully submitted,



Jerry L. Glenn  
Assistant City Manager

JLG/lh

ELECTRIC UTILITY SUPERINTENDENT

DEFINITION

Under direction, assigns and supervises the activities of the Electric Utility Department's line and maintenance employees; and does related work as required.

EXAMPLES OF DUTIES

Directs the construction and maintenance of overhead and underground electric distribution and subtransmission plant; coordinates the work of crews with that of contractors, utility companies and other City departments; assigns men to crews; checks work, while in progress and upon completion, for quantity and quality, as well as for conformity to plans and specifications; assures that proper policies, procedures and practices are understood and being followed by field checks and discussions with personnel; keeps familiar with the electric distribution system and its capabilities within the city; analyses the activities under his supervision to effect economies and increase efficiency; maintains an active employee safety and training program; conducts periodic safety meetings and enforces safety rules; coordinates material requirements with warehouse; is responsible for inspections and maintenance of the electric system; assists in the budget process; maintains records and logs; handles difficult public relation matters, including complaints, and meets with outside contractors; and does related work.

LICENSE

Possession of a valid California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution and streetlighting systems;
- Pertinent laws, codes and safety rules covering electrical construction work;
- Principles of supervision, training and performance evaluation;
- Safe work practices;
- Record keeping and reporting procedures.

Ability to:

- Plan, organize and supervise the day-to-day field activities of the Electric Utility Department's crews;
- Assist in determining the electrical needs of the City and in planning major electrical installations;
- Maintain work and operational records and to prepare technical reports;
- Supervise, train and evaluate subordinates;
- Establish cooperative working relationship with employees, contractors and the general public.

Electric Utility Superintendent -- 2

EXPERIENCE

Journeyman level lineman status with a minimum of two years line foreman experience.

EDUCATION

Completion of an approved apprenticeship as an electrical lineman.