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**Electrical Superintendent**

**City of Shiner**

**Shiner, TX**

**Full-time non-exempt**

Job description

***Job Summary:***

Performs supervisory duties involved in the operation of the electrical department.

*Supervision Received:*

Work is performed under the general direction of the Director of Public Works

*Supervision Exercised*: Supervises all personnel in the electric department.

***Essential Job Functions:***

* Plans, organizes, coordinates, and directs operations of one or more crews on specific projects or work assignments; manages crew’s work progress, vehicles, and equipment.
* Directly supervises, plans, and schedules operations. Guides crews and staff members to achieve assigned tasks.
* Strong leadership skills.
* Familiar with electrical distribution systems and competent to work on it.
* Knowledge of electrical work safety standards.
* Knowledge of the use of all hot line tools and is able to use them.
* Provides evaluation of performance of assigned work groups.
* Climbs poles and works at elevated heights.
* Recommends improvement in work methods, techniques, scheduling, equipment, and

materials.

* Assesses and makes recommendations on the need for obtaining outside services on

specialized tasks and provides the interface in such instances.

* Assures that assigned equipment receives proper and preventative maintenance. Assists in

departmental interfacing during emergency and call-out operations.

* Maintains records of operations and assigned personnel and generates daily activity reports.
* Develops improved methods of operation.
* Pulls stand-by duty on weekends and holidays as required by supervisors.
* Performs other duties as may be assigned not limited to working in other departments as

needed.

* Prepares and monitors departmental budget.

***Other Job Functions:*** This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

***Minimum Qualifications***: Knowledge, skills, and abilities required: Knowledge of departmental operations, planning and scheduling, and in the safe operation of equipment normally used in the department.

Knowledge of the provisions of the Texas Motor Vehicle Code relating to the operation of light and heavy motorized equipment, to the extent they are used in the department.

Skill to communicate orally and in writing.

Skill in performing work requiring strength and agility in all weather conditions.

Skill to give and follow oral and written directions.

Skill to perform routine vehicle and equipment maintenance.

Skill in identifying and correcting potential safety hazards.

Skill in the operation of departmental equipment.

Skill in the use of hot line tools.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively with the public.

Ability to give and receive written and verbal instruction.

***Qualifying Education and Experience:*** High school diploma or GED. Minimum of five years’ experience in the field. Valid Texas Class C Driver’s License and ability to obtain a CDL. Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified experience requirements.

Job Type: Full-time

Pay: Up to $65,000.00 per year dependent upon experience

Benefits: • Health insurance • Life insurance • Paid time off • Retirement plan

Holiday Pay

Schedule: • 8-hour shift •

On call Work Location: One location