

City of Gering Job Posting Notice

Job Title: Electric Utilities Superintendent

Department: Electric

Grade Level: Grade 26 (\$30.10-\$38.96)

Posting Period: October 12-November 25, 2016 (open until filled)

Application Deadline: 4:30 p.m., November 25, 2016 at the
Gering City Administration Office, 1025 P Street, Gering,
Nebraska.

Job Description: Attached

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____
 No Yes If yes, date: _____ Date Available to Begin Work: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available?
 Full-Time Seasonal Part-Time Overtime (if requested)
 Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded? No Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin).
 Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____	Years known _____	Telephone _____	Business _____
Name _____	Years known _____	Telephone _____	Business _____
Name _____	Years known _____	Telephone _____	Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899

POSITION DESCRIPTION

Class Title: **Electric Utilities Superintendent** Grade Number: 26
Department: Electric Date: September, 2016
Status: Exempt Safety Sensitive: Yes

GENERAL PURPOSE

This is highly responsible supervisory position that performs technical duties for the planning, directing, and supervision of the Electric Department, and the transmission and distribution of the electricity of the City.

The employee in this position supervises a sizeable staff of skilled and semi-skilled workers performing a diversity of duties and job functions. The Superintendent is expected to make most decisions concerning general planning, operation, maintenance and repair. Major project assignments are received from the City Administrator and work is reviewed through reports, conferences, and general observation of the services rendered.

SAFETY SENSITIVE POSITION

This position is subject to DOT required pre-employment drug testing and random drug and alcohol testing.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all personnel in the Electric Department. Executes leadership and supervision responsibilities through sound judgment, focusing on quality improvement, managing and resolving conflict, fostering a culture of accountability, clearly defining responsibilities and expectations, setting goals, providing motivation and performance feedback, recognizing contributions and encouraging training and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides daily direction for the operation and maintenance of the City's Electrical distribution system. This includes customer service, preventative maintenance, system evaluations, capital improvements and renovations, street lighting maintenance, system/GIS mapping, and maintenance of equipment and adequate inventory levels. Provides relevant technical expertise to other city departments.

Plans the departmental approach, within overall City policy, to the completion of projects and the solution of any problems within the Electric Department.

Ensures that all training needs are met and supervises the work of all employees within the Electric Department engaged in the operation and maintenance of said Department.

Tests electrical equipment and fixtures. Prepares plans, specifications and estimates for the construction and installation of electrical equipment.

Confers with City officials, agencies, contractors, vendors and manufacturers on plans, specifications and estimates in relation to departmental requirements.

Requisitions or orders necessary materials, parts and supplies.

Periodically handles customer complaints from the public.

Compiles and submits figures required for preparation of the capital improvements and operating budgets for the Electric Department.

Establishes the safety policies of the Electric Department, oversees that they are observed and conducts safety meetings on a routine basis.

Makes reports and keeps records on transformers, PCB reports, meters, rubber goods and other records as required.

Prepares job evaluations of all personnel in the Electric Department.

Makes all purchases and requisitions for the upkeep and improvement of the load management system, Scada system and oversees their installation.

Oversees the production and maintenance of distribution maps of the overhead and underground system.

Consults with Director of Public Works and Engineer concerning utility expansion programs, new service areas, and operating problems.

Directs and participates in long-range planning, assembles data and compiles statistics of past loads, growth trends, prepares long-range projections of utility loads; and determines if new subs will be required. Analyzes power bills and assists in the setting of electric rates.

Oversees the maintenance and repair of all equipment in the Electric Department and the upkeep of the Central Stores building.

Complete knowledge of switching procedures of the distribution and transmission system.

Oversees all street lighting and traffic lighting projects and the requisition of necessary materials.

Assists in the recruiting of new employees; checks, reviews and suggests possible promotions, merit ratings, salary increases or varied disciplinary action relating to the Electric Department.

Responds to call outs when necessary.

Performs related work as required. Directs field projects; leads project crews; participates in the construction, installation, maintenance and repair of substations, and overhead and underground distribution lines.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Five year's experience in the operation and maintenance of electric distribution facilities with at least two years having been spent in a supervisory capacity of significant responsibility.
- (B) High School diploma or GED required. Equivalent to an Associate's degree with major coursework in engineering, business management/administration or a closely related field highly desired and /or five (5) years of experience in utility maintenance, construction and repair activities, including two years of lead or supervisory experience.
- (C) The completion of various courses dealing with the theories and practices of electricity and electrical distribution.
- (D) Completion of courses dealing with electrical metering, load management, Scada system and energy conservation programs.
- (E) Ability to read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- (F) Completion of programs dealing with personal safety and supervision skills.
- (G) Proficiency in Microsoft Word, Excel and Email. Ability to effectively operate a computer with proficiency in word processing, database and spread sheet programs, including engineering, programmable device and SCADA software.
- (H) Completion of programs dealing with the National Electric Code and Safety Codes would be advantageous.
- (I) Possession of valid Nebraska Motor Vehicle Operator's License and Commercial Driver's License (CDL) or be able to obtain one within 30 days of start date. A Journey Line Technician certificate is highly desirable.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to plan, train, and supervise the work of departmental personnel.
- (B) Ability to be an active and effective listener and communicator, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.

- (C) Thorough knowledge of City requirements and practices, including ordinances and state laws relevant to electrical transmission procedures, including knowledge of purchasing procedures and methods.
- (D) Thorough knowledge of the principles and practices of electrical distribution systems and metering devices.
- (E) Thorough knowledge of the maintenance and repair of electrical distribution systems.
- (F) Considerable knowledge of the hazards and safety precautions of the electrical trade.
- (G) Considerable knowledge of current developments in the field.
- (H) Ability to prepare plans specifications and estimates for various major components of electric distribution systems.
- (I) Ability to make arithmetic computations rapidly and accurately. Knowledge of algebra, geometry, and their applications as related to electrical distribution.
- (J) Ability to read, interpret and occasionally draw up plans and specifications for aspects of various projects and/or equipment related to the adequate performance of job duties.
- (K) Ability to understand, follow and convey complex oral and written instructions. Ability to use logic and reasoning to identify the strengths and weaknesses of Alternative solutions, conclusions or approaches to problems.
- (L) Ability to maintain routine records.
- (M) Ability to accurately complete federal, state, county, local and any other reports and forms as may be required in the adequate performance of job duties.
- (N) Ability to make efficiency acceptance and other tests of electrical equipment.
- (O) Ability to establish and maintain effective working relationships with associates, subordinates and representatives of the public, private agencies and contractors. Ability to make effective and reasoned personnel decision, evaluate and reward successful performance, discipline constructively, and handle employer/employee problems and grievances.
- (P) Ability to cope with situations firmly, courteously, tactfully and with the respect of the rights of others.
- (Q) Ability to communicate effectively both in writing and orally.

NOTE: This position requires a Criminal Background Check and a post-offer pre-employment physical examination upon hire. Employment is contingent upon satisfactorily passing a physical examination.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and/or fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to taste or smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, cold and wind, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in this work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this job description restricts the ability of the City of Gering to assign, reassign, add to or eliminate duties and responsibilities of this job either or in writing. Tasks and responsibilities may be changed at any time due to the provision of reasonable accommodation or other reasons by the City of Gering.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.