



# CITY OF GERING

## Job Posting Notice

**Job Title:** Electric Superintendent

**Department:** Electric

**Pay Scale:** Grade 28; Annual: \$78,124.80 - \$115,440 (based on experience & longevity)

**Application First Review:** 4:00pm, Monday, December 2, 2024 (open until filled)

**Job Description:** Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**The City of Gering is seeking an experienced and dedicated Electric Superintendent to lead and oversee the daily operations of our Electric Department. This key leadership role involves managing the transmission and distribution of the City's electrical system, coordinating major projects, and ensuring efficient, safe, and reliable service for our community. The Electric Superintendent will work closely with the Public Works Director and City Administrator to plan, supervise, and execute electrical projects, maintenance, and expansions. This is a full-time, salaried, safety-sensitive role with the City of Gering. Candidates must possess a valid CDL and Journey Lineman Certification. Join us in maintaining a safe and efficient electric system for our community!**

**To apply, please submit your resume and cover letter, along with your application, detailing your qualifications. Submit via email or in person.**

City of Gering  
Shannon Goss  
1025 P Street/PO Box 687  
Gering, NE 69341  
Phone: 308-436-6848  
sgoss@gering.org



## Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient. The application will be used for the initial review to select applicants for interviews.
2. **Resume & Cover letter are required:** A resume and cover letter must be submitted with the job application.
3. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
4. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
5. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
6. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



# 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 Name                                  Middle                                  Date

\_\_\_\_\_  
Street Address (physical & mailing address)                                  Contact Number

\_\_\_\_\_  
City                                  State                                  Zip Code                                  Email Address

Have you ever applied for employment with us?

Yes  No                      If yes, dates: \_\_\_\_\_                      Date available to begin work: \_\_\_\_\_

Position desired: \_\_\_\_\_                      Pay expected: \_\_\_\_\_

What hours are you available?

Full Time     Part-Time     Seasonal     Overtime (if requested)

Are you legally eligible for employment in the United States?  Yes  No

Are you over the age of 18?    Yes    No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

\_\_\_\_\_



Reason for leaving

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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

**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

Phone: 308-436-6848

Fax: 308-436-6899

or email to [sgoss@gering.org](mailto:sgoss@gering.org)



## JOB DESCRIPTION

**Title:** Electric Superintendent

**Type:**  Full Time  Part Time  Seasonal

**Department:** Electric

**FLSA:**  Exempt  Salary

**Reports to:** Public Works Director &  
City Administrator

Non-Exempt  Hourly

**Pay Grade:** General / 28

**Date Adopted:**

**Union:**  Yes  No

**Previous Revision Date:** May 2023

**Last Revision Date:** November 2024

**Safety Sensitive:**  Yes  No

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### Job Summary:

The Electric Utilities Superintendent is responsible for managing and supervising the Electric Department, overseeing the transmission and distribution of the City's electricity. The position involves supervising skilled and semi-skilled staff, making decisions on planning, operations, maintenance, and repairs of the electrical distribution system. Major projects are directed by the City Administrator and Public Works Director.

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### Essential Functions:

- Department Operations:** Direct the daily operations and maintenance of the City's Electrical distribution system, including customer service, preventative maintenance, system evaluations, capital improvements, street lighting, system/GIS mapping, and equipment and inventory maintenance. Provide technical expertise to other city departments as needed.
- Project Planning and Execution:** Develop approaches within City policy to complete departmental projects and resolve issues. Direct field projects, lead project crews, and actively participate in construction, installation, maintenance, and repair of substations, and distribution lines.
- Employee Supervision and Training:** Ensure all Electric Department employees receive necessary training and meet performance expectations. Supervise employees' work, focusing on quality, accountability, and safety. Address personnel needs, including recruiting, promotions, performance evaluations, and disciplinary actions as needed. Uphold and enforce all City Policies and Procedures.
- Technical Management:** Test electrical equipment, prepare plans, specifications, and estimates for installations. Oversee street lighting, emergency warning sirens, and traffic signal maintenance. Ensure compliance with safety standards and conduct routine safety meetings.
- Budgeting and Financial Management:** Compile and submit data required for Electric Department budgets, including capital improvements and operating expenses. Analyze power bills and assist in setting electric rates to ensure fiscal responsibility.
- Customer Service and Complaint Resolution:** Address customer inquiries and complaints related to the Electric Department, ensuring issues are resolved efficiently and professionally.
- Resource Management and Procurement:** Manage inventory, requisition necessary materials and supplies, and oversee the maintenance and repair of all department equipment and facilities.

8. **Data and Record Management:** Maintain accurate records for transformers, PCB reports, meters, and other relevant data. Oversee the production and upkeep of distribution maps and the GPS tracking of electrical system components.
  9. **Safety and Policy Compliance:** Establish and enforce safety policies for the Electric Department, ensuring employees observe safety protocols. Maintain knowledge of electrical codes, safety codes, and current developments in the field.
  10. **Long-Range Planning and Expansion:** Collaborate with the Public Works Director and engineers to plan utility expansions, new service areas, and improvements. Conduct long-range planning, analyze load growth, and determine infrastructure needs.
  11. **Community and Stakeholder Engagement:** Confer with City officials, contractors, vendors, and community stakeholders on departmental plans, specifications, and requirements. Represent the Electric Department's interests and foster positive relationships with internal and external partners.
  12. **Emergency Response:** Respond to after-hours callouts for emergency situations as necessary to maintain uninterrupted service and ensure public safety.
  13. **Additional Responsibilities:** Perform necessary work and fulfill responsibilities as required to meet the City's needs.
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## Qualifications:

### 1. Education and Experience:

- Five years' experience in electric distribution operations, maintenance, and utility repair, with at least two years in a supervisory role.
- Post-secondary schooling and training at vocational – technical school and/or community college in the areas of Electrical and Power Transmission, Lineman and related fields preferred.
- Completion of courses in electricity theories, electrical distribution, electrical metering, SCADA systems, load management, and energy conservation.
- Familiarity with the National Electric Code and Safety Codes is advantageous.
- Proficiency in Microsoft Word, Excel, and email; ability to use word processing, database, and engineering software.
- Valid Nebraska Driver's License and CDL.
- Journeyman Lineman Certification is required.

### 2. Necessary Knowledge and Skills:

- Strong leadership and organizational skills.
- Ability to plan, train, and supervise departmental personnel.
- Effective communication and listening skills.
- Thorough knowledge of City ordinances, state laws, electrical distribution systems, and metering devices.
- Knowledge of maintenance, repair, and safety practices for electrical systems.
- Ability to prepare technical plans, make computations, and interpret maps, diagrams, and blueprints.
- Logical reasoning for problem-solving and decision-making.
- Ability to maintain records, complete reports, and manage personnel issues constructively.
- Effective communication skills, both written and oral.

### 3. Other requirements:

- Ability to work flexible hours, including evenings, weekends, and holidays as needed.
  - Willingness to travel for industry events, conferences, and meetings.
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## Tools & Equipment Used:

- Standard office equipment such as computer, printer, and fax.
- Motorized equipment such as line trucks, aerial bucket trucks, SCADA tools, hand and power tools, and testing devices.

## Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating a variety of equipment.
- Regularly required to sit, climb, stand, walk, balance, stoop, kneel, crouch, and reach.
- Ability to lift and/or move up to 100 pounds.
- Hearing abilities: hear normal conversation and telephone communication.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

## Work Environment:

- Regularly works in and exposed to outside weather conditions.
- Frequently works near moving mechanical parts and is exposed to wet, humid conditions and vibration.
- Risk of electric shock.
- Occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals.
- Noise level is usually moderate.
- Occasional travel for meetings and site visits.

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## Supervisory Responsibility:

Exercises supervision over all personnel in the Electric Department. Execute 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.

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## Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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.

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## Approved:

*Pat Heath*

**City Administrator**

*11/07/2024*

**Date**