



INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



Title:	District Superintendent
Department:	Operations – Department 13
Status:	Full Time
Exemption Status:	Exempt (salary)
Reports To:	Director of Operations
Supervisory Responsibilities:	Full Supervision
Work Location:	Determined by Director of Operations
Effective Date:	January 1, 2018
Replaces (Effective Date):	July 20, 2016

General Summary: The District Superintendent is responsible for directing employees in securing and scheduling personnel, equipment and materials in all aspects of building and maintaining an electrical distribution system, to include both overhead and underground lines. The District Superintendent is responsible for training and instructing employees to perform duties in a safe and efficient manner within accepted operation standards.

Essential Job Functions: *The following job functions are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Schedules work for construction and maintenance crews, including planning, monitoring, and evaluating all aspects of the outside operations, including materials, equipment, and personnel.
2. Monitors the daily activities of work crews in accordance with all RUS, OSHA, DOT, and other applicable laws and regulations; including but not limited to the maintenance of devices such as circuit breakers, transformers, poles, and all such devices that ensure reliable electric service.
3. Coordinates work activities of work crews during outage situations ensuring that all repairs are done in a safe and efficient manner. This includes substation work, and communicating with the cooperative dispatch center on outages and other system issues as needed.
4. Maintains expertise and working knowledge of RUS and NESC specifications and ensures that all construction is performed according to those specifications at all times.
5. Use journeyman-level skills and knowledge of electrical distribution system and line work to effectively and efficiently construct and maintain electric distribution lines.

6. Maintains expertise and working knowledge of all relevant equipment and systems, including the mapping system. Must be able to operate equipment in order to construct and maintain electrical systems utilizing personal protective equipment (PPE) and all standard operating procedures.
7. Oversees the planning, implementation, monitoring, and evaluation of the line apprenticeship program, safety training, and other line-related training.
8. Responsible in the evaluation, maintenance, and repairs of operations equipment and tools, including vehicles and equipment associated with the construction and maintenance of all underground and overhead lines.
9. Conducts complete system line, pole, regulator, etc., inspections on a regular cycle, implementing a reliability-centered maintenance program for the distribution system utilizing the appropriate methods.
10. Responsible for the training, development, review and performance management of assigned direct report personnel, in accordance with state and federal laws and the cooperative's policies and guidelines. Performs other related duties as required.

Job Requirements:

Education and Experience:

1. Requires a high school diploma or equivalent.
2. Requires ten years of practical experience in line construction, maintenance and operations.

Certificates, Licenses, Registrations:

1. Must have a valid Class A CDL driver's license.
2. Must have completed an approved electrical lineman apprentice program and is qualified as a journeyman lineman.

Preferred:

1. Prior direct supervisory experience is preferred.
2. Skills to utilize Microsoft Office and mobile device applications preferred.

Knowledge, Skills and Abilities:

1. Demonstrates expertise in the operation of all hotline tools, power line equipment, including crimpers, saws, tree trimming tools, etc., to operate and maintain electrical system.
2. Demonstrates skills in the areas of planning, controlling, and scheduling functions between engineering, construction, maintenance, purchasing, accounting, and safety areas.
3. Demonstrates skills in determining staffing, material, and equipment needs.
4. Demonstrates the ability to effectively motivate, develop, train, and supervise people.
5. Demonstrates oral and written communications skills, an ability to deal effectively with people, extensive problem solving capability, and good mediation, negotiation, and interpersonal skills.
6. Demonstrates the ability to accomplish a variety of projects simultaneously within established deadlines.
7. Demonstrates skills in the utilization of Microsoft Office and mobile device applications.

Physical Demands:

1. See WorkSTEPS functional employment test job specific tasks for physical demands.
2. Sufficient physical ability to perform moderate to heavy lifting; reaching, bending, stooping, kneeling, and crawling; walking, standing and climbing for prolonged periods of time; operating motorized equipment and vehicles.
3. Ability to work with and around heavy construction equipment; work at heights on poles, aerial equipment and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.
4. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.
5. Ability to hear in the normal audio range with or without correction.

Work Environment:

1. While performing the duties of this job, the employee regularly exposed to outside weather conditions; moving mechanical parts; high, precarious places; extreme cold; extreme heat; and the risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.
2. Job requires significant physical stamina and endurance.
3. Job will require on-call, standby, and overtime work.
4. Job will require occasional overnight travel for training.