

Civil Division: Municipal Commission of Boonville
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 11/29/16

PUBLIC UTILITIES SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for both the administrative and technical supervision of an electrical distribution and public water system. The work is performed in accordance with broad policies outlined by the Municipal Commission with wide latitude for the exercise of independent judgment in planning, developing, directing and coordinating the operation's of the electric and water departments. General supervision is exercised over all departmental employees. This is a management position with responsibilities of performance to complete tasks in a timely fashion. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees the operation of all activities concerning the Commission electric and water systems;
Directs the maintenance and repair of all power distribution facilities and water department equipment;
Studies load growth and prepares plans, specifications and cost estimates for the upgrading or expansion of the electric and water systems;
Issues work orders for new installations;
Prepares periodic reports on departmental activities including consumption, peak loading, revenues and expenses;
Maintains and operates an electric substation consisting of high voltage structures, power transformers, medium voltage structures, power transformers, medium voltage switchgear, regulators and relaying equipment;
Receives consumer complaints and addresses situation in a diplomatic fashion while remaining consistent with existing policies and practices;
Recommends rate policy adjustments through evaluation studies;
Confers with outside engineers and contractors on projects involving system expansion or modification.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the theory and principles of electricity, electrical distribution systems, line construction and transformer equipment; thorough knowledge of the Municipal Commission electrical distribution system; thorough knowledge of the principles of hydraulics as relating to water distribution systems; thorough knowledge of tools, equipment and terminology employed in water supply and distribution systems; thorough knowledge of the practices used and equipment required in the operation of a water treatment plant; thorough knowledge of standard safety practices employed in the electric and water industry; good knowledge of the use and operation of computer-related peripheral equipment; working knowledge of business management techniques; ability to adapt purchase software to existing electric and water applications; ability to plan and coordinate construction activities; ability to discuss and interpret electrical programs in a clear and understandable manner; ability to plan and supervise the work of others; demonstrate initiative and resourcefulness in the solution of technical electric or water problems; must be willing to actively participate in organizations related to the electric and water industry; physical condition commensurate to do the job.

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MINIMUM QUALIFICATIONS: Candidate must meet minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering or related field and five (5) years of experience in electrical engineering; construction design or power plant operation;
OR
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in engineering or related field and seven (7) years of experience in electrical engineering; construction design or power plant operation; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience in electrical engineering, construction design or power plant operation.

Adopted: 09/13/85
Revised: 11/24/92, 12/11/92, 11/29/16