

**City of Shelby, Ohio**  
**JOB DESCRIPTION**

**Job Title:** Electric Distribution, Generation and Telecommunications Superintendent

**Department:** Electric Distribution, Generation, and Telecommunications

**Reports To:** Mayor, Director of Utilities

**Employment Status:** Full-Time

**Normal Working Hrs:** M-F 0700-1500

**FLSA Status:** Exempt

**Classification Status:** Non-Classified

**Adopted Date:** 3/1/2019

**POSITION SUMMARY** Possess the skills, abilities, and craftwork of a Journeyman Lineman. Plans, directs, and oversees the many functions of the electric distribution, generation, and telecommunication department and directs particular phases of the operation concerned with transmission, distribution, and generation of electrical power by performing the following duties personally or through subordinate supervisors and crew members. Regular and predictable attendance.

**ESSENTIAL FUNCTIONS OF THE POSITION**

**40%** - Responsible for the efficient and continued operation of the electric transmission and distribution system. Responsible for the operation and maintenance of generators and the telecommunication system. Coordinates projects and crews to maintain an efficient and reliable electric and telecommunications department. Receives trouble calls and dispatches crews within the Electric Distribution, Generation, Telecommunications Department to make field repairs to the electric distribution and telecommunication system.

**30%** - Interprets company policies and methods and develops specific operating procedures. Delegates functional activities to workers and establishes supervisory schedules and responsibilities to ensure quality and timeliness of independent decisions required to provide continuous service to public and safety of workers.

**30%** - Investigates, evaluates, and determines best application of new developments in electric power and the telecommunication industry and devises other means of securing maximum efficiency of personnel and equipment. Anticipates and forecasts power consumption and economic trends, prepares budget recommendations, and makes related decisions in order to keep facilities and system operation current with economic changes. Cooperates with representatives of other organizations in solving inter-related administrative, organizational, and technical problems. Directs maintenance of property records and upkeep of equipment and structures. Directs crews in tree trimming practices around electric lines and telecommunication lines.

**NON-ESSENTIAL FUNCTIONS OF THE POSITION** This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES** Directly supervises employees in the electric distribution division and the generation and telecommunications division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must have completed a certified lineman apprenticeship program, and hold a certificate as a journeyman lineman. Possession of a valid State of Ohio motor vehicle operator's license and a Class B Commercial Drivers License with air break endorsement. Consideration will be given to applicants with a CDL with air brake endorsement; if applicant does not possess a CDL, must obtain CDL with air brake endorsement within one hundred eighty (180) days of assuming the position of Superintendent. Retention of such certificate and license is a condition of continued employment.

**EDUCATION and/or EXPERIENCE** License, or Certificate, or Degree in related field(s) or five years related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

**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. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered medium work.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

**LANGUAGE SKILLS** Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

My signature below signifies that I have reviewed and understand the contents of my job description.

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Electric Distribution, Generation, and Telecommunications Superintendent

Date

**APPROVED:**

Steven L. Schag

3-1-19

Mayor

Date

Developed By: je/dh