



JOB DESCRIPTION: LINE SUPERINTENDENT

1 JOB SUMMARY:

To assist the Manager of Operations with planning, coordinating, and evaluating the Cooperative's distribution system for the long-range viability of the cooperative systems. To assist the Manager of Operations to manage and coordinate installation, operation, and maintain the distribution facilities in such a manner that meets the established standards and reflects the most efficient utilization of construction and operation methods, techniques, and equipment. Will supervise day to day operations and operations personnel, construction contractors, and maintenance contractors and work with other departments. Will provide advice/assistance to the Manager of Operations as requested and assigned. This position must maintain a cooperative relationship built on mutual trust with members, union officials, and operations personnel at Price Electric Cooperative, Dairyland Power, and other electric utilities.

2 MAJOR RESPONSIBILITIES:

- (a) Develops recommendations regarding achievement of department strategic goals, and staffing needs to the Manager of Operations.
- (b) Sets clear expectations of employee conduct and work requirements for all assigned personnel and assists Manager of Operations in documenting performance metrics for operations personnel. Administers annual performance appraisals, training, crew audits, and guidance for all employees assigned.
- (c) Assists the Manager of Operations to develop, recommend, and monitor the departmental annual work plan and budget.
- (d) Responsible for fleet management and recommendations for replacement.
- (e) Responsible for material inventory and routine purchasing.
- (f) Responsible for administering apprenticeship program and training as directed by the Manager of Operations.
- (g) Responsible for administering a right of way clearing and herbicide program that minimizes expenses and increases reliability and safety.
- (h) Administers all construction so that engineering requirements and system needs are met, including those set by standards, specifications, policy, and rules and regulations of the Cooperative.
- (i) Promotes and contributes to maintaining high standards for workplace safety throughout the organization. Assists in evaluating safety practices and recommends improvements as needed. Assists with the administration of the Cooperative-wide safety program and efforts and ensures the Cooperative's compliance with Rural Electric Safety Achievement Program, OSHA, insurance, and other inspection programs to ensure the safety-related training needs of all employees are met. Responsible for investigating on-the-job accidents and reporting to the Manager of Operations.
- (j) Responsible for safety advisory committee to maintain safety culture.

- (k) Directs all construction, operations, and maintenance activities, including internal staff and contractors, to obtain maximum safe work conditions, productivity, understanding, and effectiveness.
- (l) Develops, schedules, supervises, and directs personnel, equipment, and materials, to accomplish work plan goals and objectives, periodic line patrol, voltage and load measurements, and evaluations of the physical and electrical conditions of the distribution system; and implements appropriate and timely remedial action to maintain continuity and power quality standards for electric service in an efficient and safe manner.
- (m) Maintains a system of records, reports, and statistical charts and data of pole inspection, work productivity, safety, and training, and utilizes that information for planning of improvement in operating practices.
- (n) Directs routine emergency maintenance and repair of the electrical system to ensure quality work repair in a timely manner. Serves as backup ROPE coordinator in emergency situations.
- (o) Monitors and evaluates outage information and implements work procedures to minimize service interruptions to members.
- (p) Implements action plans, including pole and line inspection, right of way maintenance, oil circuit reclosers, regulators, and underground inspection programs, required to maintain electric service within the limits of established quality and continuity standards.
- (q) Coordinates the inspection of completed work orders, including work order inspection and certification for the consulting engineer, to assure conformance with applicable specifications, accurate material charges, and quality workmanship.
- (r) Oversees the vehicle, power equipment, and tool maintenance and repair activities for the Cooperative to effectively and efficiently ensure extended, reliable service and functionality of this equipment.
- (s) Develops and stimulates morale and motivates team spirit and enthusiasm and leadership development among operations personnel.
- (t) Sees that assigned personnel make every effort at all times to be courteous to the members and public, promptly handles member questions, complaints, and requests for service, and escalates to the appropriate level when necessary.
- (u) Maintains a current knowledge and understanding of OSHA, RUS, FMCSA, NESC, Cooperative safety manual and other applicable standards, methods, materials, and regulations to ensure that the Cooperative's distribution facilities are constructed and operated in a safe manner, consistent with these standards.
- (v) Interprets Cooperative mission and value statements, policies, procedures, viewpoints, and objectives when needed.
- (w) Understands and adheres to the Collective Bargaining Agreement.
- (x) Contributes to the Cooperative performance by completing other related duties as assigned.

3 POSITION SPECIFICATIONS

(a) EDUCATION:

High school diploma or equivalent required. Degree in Management, Engineering, or Business is desired. The completion of a formal lineman apprenticeship program is preferred.

(b) WORK EXPERIENCE:

Ten years of electric utility distribution operations work experience required, with five years in a leadership or supervisory capacity.

(c) JOB KNOWLEDGE:

Position requires experience in supervision and electric distribution system design and operation. Candidate with experience with staking and/or electrical system analysis programs along with desire to expand on these skills preferred. Line worker experience and/or knowledge is preferred.

(d) ABILITIES AND SKILLS:

Must be highly organized and enjoy detail-oriented work requiring accuracy, without direct supervision. Must be capable of prioritizing multiple tasks and activities. Must possess excellent computer knowledge, have good math skills, excellent written and verbal English language skills, and the ability to interact effectively and professionally with employees, members, and the public, as well as the ability to supervise and lead effectively in a team environment. Must have a working knowledge of Excel, Word, Outlook, database functions, and preferably have knowledge of NISC iVUE software.

(e) WORKING CONDITIONS:

A combination of inside and outside work and all the potential weather and conditions associated with outside exposure and indoor deskwork.

(f) PHYSICAL REQUIREMENTS:

Must be able to sit or stand for sustained periods during the workday. Must be able to work outdoors and travel as occasioned by meetings and job duties. Must be able to perform light work continuously, frequently lifting up to 10 pounds without assistance and infrequently lifting up to 50 pounds. Must be able to move throughout the facility and to/from job sites. Must be able to reach in all directions, bend/stoop to store and retrieve files, and effectively use a telephone, calculator, and computer. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other equipment.

(g) LICENSE REQUIREMENTS:

Valid Class A CDL Wisconsin Driver's License required with a satisfactory driving and safety record.

4 REPORTS TO:

- (a) Reports to:
President / CEO
- (b) Responsible for:
All operations personnel.

I acknowledge receipt of this job description and confirm my ability to perform the duties outlined based on the physical requirements outlined in this job description.

Signature: _____ Date: _____

Printed Name: _____