Utilities Operations Superintendent

City of Stoughton
Position Description

Name: Sean O Grady **Department:** Stoughton Utilities

Position Title: Utilities ~~Operations~~ Operations Superintendent **Pay Grade:** **FLSA:** E

Date: ~~**May, 2004**~~~~**March, 2014**~~**September 2014** **Reports To:** Utilities Director

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Purpose of Position

The purpose of this position is to supervise, direct and coordinate Electric System Division, Meter Division, Planning Division and Water Division, ~~Billing Section~~ personnel and operations, assist and coordinate other Stoughton Utilities ~~Department~~ Divisions, and supervise, direct and coordinate ~~the Utilities Department~~ Stoughton Utilities in the absence of the Utilities Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs and coordinates Electric System, Meter, Planning Division and Water Division~~Billing Section~~ operations and assist and coordinates other Stoughton Utilities ~~Department~~ Divisions. Prepares and monitors budgets, plans and goals. Develops, implements and evaluates policies and procedures. Conducts and implements operational studies recommendations. Maintains and improves utility service quality standards. Directs all electric and water operations and assists with wastewater operations and ~~Department~~ Stoughton Utilities development programs. Ensures compliance with local, State and Federal mandates.

- ~~Directs and coordinates Water System Division programs and projects and offers assistance for wastewater programs and projects.~~

- Serves as purchasing agent for the Electric Utility and Water Utility and other Stoughton Utilities Divisions when required. ~~Prepares requests for proposals, evaluates bids, places orders and receives materials for stocking and use and maintains the warehouse.~~ Supervises all equipment, stock material and vehicle purchases, mandated inspections, and maintenance for ~~the~~ Stoughton Utilities ~~Department~~.

- Supervising, directing, developing and implementing capital project programs, engineering studies, utilities safety program, ~~computer-aided design (CAD), geographical information systems (GIS) and data bases,~~ and Facilities Management programs, SCADA, PCB program, substation maintenance program, tree trimming program, well abandonment and wellhead protection programs, cross connection control program, ~~PSC mandated meter testing intervals for electric and water meters~~ and other programs. Provides direction, assistance, coordinates and assigns activities with other divisions, consultants, auditors, regulatory agencies, customers, etc.

- Supervises, directs and coordinates electric, metering and water capital projects. Prepares and implements long-range plans and oversees consultant's work.

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~~Supervises, directs and coordinates electric, metering and water capital projects. Prepares and implements long-range plans. Oversees consultant's work. Participates in Wisconsin Public Power, Inc.WPPI Energy efforts and serves as the Alternate on the Board of Directors. Maintains contact with product and services suppliers, wholesale power services suppliers and other municipal utilities representatives, Municipal Electric Utilities of Wisconsin, Wisconsin Rural Water Association and American Waterworks Association representatives, Utilities Committee, Utilities Director, Mayor and Common Council members.~~

~~Receives, responds to and coordinates responses to customer inquiries and complaints.~~

~~Reviews, coordinates, approves and authorizes all fleet and equipment purchases. This includes researching and buying green equipment and fleet when fiscally affordable.~~

~~Conducts routine safety compliance checks with field staff and determines corrective actions for violations.~~

~~Reviews, approves corrective actions and coordinates all electric power quality inquires.~~

~~Plans and directs the work of all sub-contractors working on our system.~~

~~Reviews, approves, codes and process all accounts payable transactions received from the electric division, planning division, metering division and water division staff through an automated process with Wells Fargo Bank.~~

~~Reviews, approves and process the monthly drinking water pumpage and chemical additions report electronically with the DNR.~~

~~Reviews, plans and coordinates all DNR mandated drinking water monitoring requirements. Electronically files all reports.~~

~~Assists with obtaining water samples.~~

~~Reviews, plans and coordinates all EPA unregulated contaminant monitoring rules (UCMR3) and sampling schedules. Electronically files all reports.~~

~~Reviews, approves and coordinates all group and individual training requirements along with DNR mandated continuing education requirements for license holders and staff members in the State Indentured Apprenticeship program for the electric division, planning division, metering division and water division.~~

~~Supervises and directs the operations and maintenance of the Stoughton Utilities drinking water pumping, storage and distribution system; ensures compliance with regulatory agency requirements, utility policies, etc.~~

~~Supervises and directs the installation and maintenance of water and electric connections and metering; establishes and maintains the metering standardization replacement program; directs the operations of the electric and water meter testing program.~~

~~Supervises and directs the operation and maintenance of the productivity reports; prepares and assigns work orders; schedules tasks as required; and conducts performance evaluations.~~

- ~~Directs and coordinates the field notification for construction, disconnection and reconnection of customer services.~~

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~~Supervises and directs Electric Division System, Meter Division, Planning Division and Water DivisionBilling Section personnel; assists and coordinates other Stoughton Utilities Department Divisions personnel.~~

~~Reviews and approves all overtime, vacation and sick leave use for all Electric Division, Planning Division, Metering Division and Water Division staff.~~

- ~~Participates in hiring and promoting Stoughton Utilities Department staff. Determines and applies disciplinary actions. Prepares personnel evaluations. Provides staff development assistance and monitors results.~~

- ~~Provides assistance to the Utilities Technical Operations Supervisor with Supervises the operation of Stoughtonthe Utilities Department computer networks, systems administration tasks such as researching, updating and installing software, and implementing computer security procedures, and preparing backup files.~~

- ~~Supervises the Stoughton Utilities Department Vulnerability Assessments and Response Program.~~

- ~~Reviews for accuracy, approves and signs all payroll, accounts payable and other Stoughton Utilities Department checks.~~

- ~~Plans, supervises, directs and coordinates the installation and maintenance of the continuing property records program.~~

- ~~Prepares plans, specifications, and estimates and as-built plans for electric temporary, upgrades, new customers, residential, commercial and industrial, and /developers requesteding the extension of services and for system maintenance.~~

- ~~Supervises, directs and develops and implements building and grounds maintenance programs.~~

- ~~Conducts Divisions staff meetings. Attends and participates in Stoughton Utilities, and other committee meetings.~~

- ~~Resolves public and regulatory agency inquiries.~~

- ~~Designs, supervises, directs and coordinates new construction, maintenance requirements and corrective work.~~

- ~~Provides information and assistance to the general public and others as required. Maintains contact with large power customers, engineering consultants, financial consultants, regulatory agencies and others.~~

- ~~Resolves Stoughton Utilities Department inquiries and other issues from the public and the regulatory agencies and represents the Utilities Director as required.~~

- ~~Maintains knowledge of current regulations and other issues affecting the Stoughton Utilities Department and insures conformance with them.~~

- ~~Serves on the Stoughton Technical Advisory Committee, Wisconsin Public Power Inc.WPPI Energy Board of Directors and various steering committees.~~

- ~~Reviews all Stoughton Utilities Department contracts and facilitates their execution.~~

- ~~Reviews and approves all Stoughton Utilities Department easement procurements, and abandonments.~~

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- ~~Complies will with all Stoughton Municipal Utilities Safety Programs.~~

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Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Public Works, Civil Engineering, Electrical Engineering or related field, a minimum of ten years utility experience, including supervisory experience and data base/spread sheet experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid motor vehicle operator's license, ~~commercial driver's license~~ and a DNR Grade 1 Groundwater/Distribution UGD Waterworks operator license ~~is required~~. DNR Wastewater Operator License are ~~is~~ required ~~encouraged~~.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place, and sequence of operations, and the ability to oversee their execution. Ability to analyze and categorize data and information using unestablished criteria, to determine consequences and to identify and select alternatives.

- Ability to manage and direct ~~the~~ Stoughton Utilities ~~Department~~, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to develop, advise and interpret policies, procedures and standards to specific situations.

- Ability to comprehend, interpret, approve and utilize a variety of advisory and design data and information such as activity reports, time sheets, billing invoices, training forms, vehicle maintenance reports, applications for service, non-routine correspondence, capital plans, State Statutes, regulations, computer network operating software manuals, engineering manuals, job authorization forms, purchase orders, Federal Register and Administrative Codes, ordinances, performance evaluations, policy/procedure manuals, material sheets and staking sheets. Ability to utilize and interpret environmental, electrical, water, wastewater engineering and accounting terminology.

- Ability to communicate orally and in writing with Stoughton Utilities ~~Department~~ Division personnel and supervisors, Utilities Director, other City Department Heads, engineering, accounting and computer consultants, Mayor, Common Council members, City Officials, electric wholesale supplier representatives, other municipal utilities representatives, Wisconsin Public Power Inc., Municipal Electric Utilities of Wisconsin, Wisconsin Rural Water Association and American Waterworks Association representatives, sales representatives, contractors, legal consultants, regulatory agency representatives and the general public.

- Ability to prepare performance evaluations, training forms, time sheets, itineraries, correspondence and a variety of other documents using prescribed and self-developed formats according to the rules of punctuation, grammar and style. Ability to develop written document and computerized-media formats.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical projections and reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, disciplining, and controlling.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria; make decisions, and follow through on the consequences.

Physical Requirements

- Ability to operate, maneuver and/or steer equipment and machinery requiring adjustments requiring multiple conditions and making multiple, complex and rapid adjustments, such as bucket truck, digger derrick, motor vehicle, dump truck, fork lift, meter reading equipment, volt meter, electrical equipment, computer terminal, computer printer, photocopier, Facilities Management systems, CAD system, SCADA system, computer network, fax machine and telephone. Ability to repair complex equipment and machinery.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements involved in repair and operation.

- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 100 pounds.

- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and tasks.

Supervisory Skills

- Ability to assign, supervise, review, develop, improve and implement procedures to improve the work of others.

- Ability to select, train, monitor, discipline and discharge employees.

Environmental Adaptability

- Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, noise, vibrations, wetness, dusts, machinery, disease, electrical currents, and vehicular traffic and where there is risk of serious injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature	Supervisor's Signature
Date	Date

Council approved 5/11/99, 6/8/04