City of Stoughton
Position Description

Name:	**Sean O Grady**	**Department:**	**Stoughton** Utilities
Position Title:	Utilities Operations Superintendent	**Pay Grade:**	**FLSA:** E
Date:	**September 2014**	**Reports To:**	Utilities Director

Purpose of Position

The purpose of this position is to supervise, direct and coordinate Electric System Division, Meter Division, Planning Division and Water Division, personnel and operations, assist and coordinate other Stoughton Utilities Divisions, and supervise, direct and coordinate 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 operations and assist and coordinates other Stoughton Utilities 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 Stoughton Utilities development programs. Ensures compliance with local, State and Federal mandates.

- Serves as purchasing agent for the Electric Utility and Water Utility and other Stoughton Utilities Divisions when required. Supervises all equipment, stock material and vehicle purchases, mandated inspections, and maintenance for Stoughton Utilities.

- Supervising, directing, developing and implementing capital project programs, engineering studies, utilities safety program, , and Facilities Management programs, SCADA, PCB program, substation maintenance program, tree trimming program, well abandonment and wellhead protection programs, cross connection control program, 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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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, and a DNR Grade 1 Groundwater/Distribution UGD Waterworks operator license. DNR Wastewater Operator License are required.

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 Stoughton Utilities, 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 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.

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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