



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Line Superintendent

STATUS: Exempt / Non-union

REPORTS TO: Director of Electric Engineering and Operations

RANGE: 47

POSITION SUMMARY: The Line Superintendent responsibilities include serving as a member of the Electric Division leadership team in planning priorities for the maintenance and construction of electric facilities and tree trimming program. The position is required to provide exemplary leadership in assigning and coordinating projects and directing, evaluating and managing the activities of the construction and tree trimming departments. Assignments and objectives are received by written and/or oral instructions from the director; construction and maintenance projects schedule; and/or from engineering drawings. This position is required to review all work orders to determine if changes in engineering plans are required due to field conditions and to make appropriate recommendations to engineering. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Demonstrates and models exemplary leadership to all employees.
4. Establishes, evaluates and provides recommendations for the overall operation of the department(s) including: systems, productivity, staffing requirements and establishing and achieving goals.
5. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget for the division and departments.
6. Provides a positive, inspiring and motivating work environment for staff.
7. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
8. Documents personnel actions according to policies and procedures with the guidance of the HR manager and director.
9. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.

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10. Plans and conducts orientation of new employees.
11. Promotes and supports on-going education and training of staff to ensure the highest quality performance standards to meet the changes in a dynamic utility industry.
12. Collaborates and openly and effectively communicates with other divisions and/or managers to identify and solve problems and to coordinate resources.
13. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
14. Develops new job descriptions as needed and reviews current job descriptions annually.
15. Maintains confidentiality of organizational and staff information.
16. Recognizes contributions and celebrates small and big individual and team accomplishments.
17. Delegates challenging and meaningful responsibilities to staff to ensure their on-going development and success.
18. Sets priorities, develops schedules and coordinates the construction of electric distribution and transmission facilities to ensure that projects are within budget and completed in a timely manner.
19. Collaborates with the Safety and Environmental Manager to oversee, monitor and ensure the success of the division's Safety Program.
20. Ensures the efficient and proper use of equipment and materials.
21. Provides operating and construction review of electric facilities as required.
21. Ensures compliance of SUB work rules, policies, procedures and safety practices. Takes appropriate corrective action for non-compliance.
22. Maintains valid Oregon CDL Class A driver's license and good driving and safety record.
23. Monitors project construction status and adjusts schedules as required.
24. Organizes and facilitates SOC (Supervisor-on-Call) training and meetings throughout the year.
25. Maintains reliable and predictable attendance.

Marginal Functions

26. Active member of division committees as assigned.

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Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Line Foreman, Line Working Forman, Journeyman Lineman, Heavy Equipment Operator, Facilities Locator, Groundman, Apprentice Lineman, Tree Trimming Working Foreman, Journeyman Tree Trimmer, Tree Program/Operations Assistant

MINIMUM QUALIFICATIONS

Experience

- Minimum of ten years of experience in electric utility construction and maintenance work and/or engineering
- Minimum of five years of recent management, supervisory and/or Line Foreman experience

Knowledge, Skills & Abilities

- Advanced knowledge in all phases of electric utility construction, operations, maintenance and safety
- Basic proficiency in Microsoft Office Word and Excel software

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- Demonstrates excellence and consistency in the following areas:
 - Positive leadership qualities; viewed as a positive role model by others
 - Team work, coaching skills ability to train others
 - Consistently communicates positively and effectively with co-workers
 - Models exemplary behavior
 - Uses sound judgment and exhibits creative problem solving skills
 - Makes appropriate decisions within scope of authority
 - Excellent planning and organizational skills

Education

- High school diploma or equivalent
- Bachelor's degree in related field preferred
- Attendance to seminars, workshops, or coursework to demonstrate current knowledge of practices in the management of electric utility construction trades

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while supervising crews during emergency conditions in inclement weather conditions, at night, and during a 24-hours emergency storm shift with little sleep and breaks only for meals.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly during emergency conditions. Thinks and reacts quickly if accidents occur, especially those involving energized wires. Interacts well with workers, especially when working with line crews in stressful situations.
- **VISION**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to energized wires to workers, movements of bucket truck and other equipment.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on highways.
- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Hears adequately to operate a two-way radio and telephone.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet. Speaks clearly communicating by two-way radio.

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- **STANDING:** The worker stands on dirt, concrete, asphalt or solid floors for 20% of the workday.
- **SITTING:** Worker sits on a bench-style pickup seat one-half hour maximum at one time while traveling to a job site. Total sitting is three hours or more a workday.
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one-half mile at a time on uneven ground. Total walking per shift is 10% - 20%.
- **LIFTING/CARRYING:** 0 -10 lbs. – continuously; 11-20 lbs. –frequently; occasionally worker may carry boxes of office supplies and move office furniture.
- **PUSHING/PULLING:** Limited to opening doors.
- **REACHING/HANDLING:** Not usually required.
- **TWISTING:** Rotates head fully to both sides to observe equipment and workers while standing on the ground.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of light tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps, and tree trimmer chippers for less than one hour per day. Hearing protection is provided. Exposed to numerous types of pollen depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.

Revised: June 1, 2016