

## PUBLIC UTILITIES SUPERINTENDENT

**GENERAL STATEMENT OF DUTIES:** Has charge of the operation, maintenance and business management of the electric distribution, water and sewer departments of the Village; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible administrative position involving over-all supervision of the operation, maintenance and financial activities of the electric distribution, water and sewer departments and related village services. General instructions are received from the Municipal Commission, allowing the employee to exercise independent judgment in carrying out the plans and policies of the Commission. Problems of a professional engineering nature are referred to outside consultants. General or immediate supervision, depending on the nature of the assignment, is exercised over skilled and unskilled employees engaged in the operation and maintenance of the various village utilities.

### EXAMPLES OF WORK: (Illustrative Only)

- Has charge of the operation of the electric distribution station;
- Supervises the installation, testing, reading and repairing of electric meters and associated current potential transformers
- Directs the maintenance, repair and extension of electric distribution lines, service lines and the installation of distribution transformers;
- Supervises the installation of electrical appliances and new service for consumers;
- Purchase supplies and equipment;
- Supervises the billings, collection, and maintenance of electric and water consumers' accounts;
- Directs the construction, maintenance and repair of the water distribution system, including the laying and repair of mains, extension of service to new customers, and the installation and repair of meters and hydrants;
- Supervises the operation of the water treatment plant and pumping station;
- Supervises the cleaning, maintenance and repair of sanitary sewers;
- Oversees the operation of the sewage disposal plant;
- Takes responsibility for all financial activities connected with the various services;
- Keeps records and makes reports, as required;
- In the Village of Mohawk, administratively supervises the activities of the police and volunteer fire department.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the theory and principles of electricity, electrical distribution systems, line construction and transformer hook-ups; good knowledge of the operation, construction, maintenance and repair of electric meters; good knowledge of the operation of a water treatment plant and pumping station; good knowledge of the construction, maintenance and repair of sewer systems; some knowledge of business management and account keeping techniques; some knowledge of standard safety measures, especially in connection with electrical and line work; ability to plan and supervise the work of others; ability to keep records and make accurate reports; initiative; resourcefulness; honesty and dependability; good judgment; good physical condition.

### ACCEPTABLE TRAINING AND EXPERIENCE:

- (A) Six years of experience, two of which shall have been in a responsible supervisory capacity, in the maintenance and operation of an electrical distribution system and graduation from high school; **OR**
- (B) Two years of experience in a responsible supervisory capacity in the maintenance and operation of an electrical distribution system and graduation from a recognized college or university with major work in electrical engineering; **OR**
- (C) Any equivalent combination of training and experience.

