



JOB DESCRIPTION

Electric Operations Supervisor

Date Prepared: November 2016

Class Code: 8040

SUMMARY: Under general supervision, oversees daily operations of the systems dispatch, substation, metering, and power plant groups to ensure reliable and safe service delivery, operations, and maintenance activities; ensures compliance with environmental regulations, safety procedures and regulations, established operational policies and procedures; facilitates and helps maintain optimal, efficient and reliable systems outputs.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises subordinate staff in the systems dispatch substation, metering and power plant groups; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.
- Prioritizes, determines and assigns projects to work crews to ensure maximum use of staff resources.
- Reviews the progress of work projects and makes recommendations to ensure work is performed in a safe timely and efficient manner.
- Ensures generation, transmission and distribution processes occur safely, efficiently, cost effectively and within regulated guidelines; reports outcomes as required.
- Assesses and analyzes utility delivery systems, protection schemes and operating outputs, including conditions and maintenance of equipment such as transformers, circuit breakers, natural gas turbines, emergency generators, compressors, electrical and mechanical devices and vehicle fleet.
- Troubleshoots electrical system failures to determine cause and identifies solution; troubleshoots and resolves real-time bulk power and water distribution issues.
- Oversees all high voltage switching programs for maintenance and system reliability.
- Inspects and monitors work sites to ensure safety precautions are followed to protect workers and the general public.
- Prepares work schedules, approves time off requests, reviews time sheets, work reports and other records and reports.
- Conducts inspections of work projects to ensure compliance with regulations plans, specifications, work orders, job packages, quality standards, adherence to time tables, policies and safety regulations.
- Requisitions supplies, equipment and materials.
- Creates and monitors fiscal year operating budget for areas of responsibility.
- Conducts monthly inspections to ensure physical security of perimeter, safeguarding critical facilities, infrastructure and utility assets.
- Provides support and coverage of critical tasks and positions at the direction of the Utilities Operations Manager.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or equivalent; AND seven years of utility related experience, including three years of experience in a utility related supervisory role or capacity.

Knowledge of:

- City organization, operations, policies, and procedures.
- Customer service standards and protocols.
- Principles and practices of contract administration and project management.
- Principles and practices of effective employee supervision.
- Principles and practices of budgeting and finance.
- Principles and practices of utility maintenance operations.
- Principles and practices of regulatory management.
- Principles of electric theory, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- Regulatory requirements for the operation, maintenance, and repair of gas, water, electric and bulk power utilities.

Skill in:

- Building effective teams and providing efficient customer service.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Defining problems, troubleshooting, analyzing variables, establishing facts, evaluating options, and drawing valid conclusions.
- Establishing and maintaining cooperative working relationships with managers, supervisors, fellow employees, contractors, consultants, representatives of other utilities, regulatory agencies and the public.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Operating a personal computer and various software applications.
- Supervising the work of subordinate staff.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.
Additional training/certification may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an electric generation plant and electric distribution substation environment; may to be exposed to energized equipment. May be exposed to dangerous machinery, hazardous chemicals and electric shock. Routine exposure to the elements. Oversight of 24/7 operations may require the need to work alternative schedules including nights, weekends and rotating shifts.