

JOB TITLE: Director of Electric Department

DEPARTMENT: Electric, City of Washington, GA

PAY RANGE: \$60,000 - 94,000

JOB SUMMARY: This position is responsible for planning, coordinating, and managing the city's electrical distribution system.

**MAJOR DUTIES:**

- Coordinates, supervises and assists with activities involved in the maintenance and repair of city electrical distribution lines and components; ensures that assigned personnel adhere to safety and other codes and regulations.
- Oversees the overall construction, maintenance, inspection, alteration and repair of electrical lines and equipment, including determining the type of construction, hardware, and equipment to be used for each job.
- Prepares the annual departmental budget request.
- Supervises the operation of the electrical load management system.
- Oversees removal of tree limbs from utility system rights-of-way.
- Responds to emergency calls as needed.
- Maintains inventory; purchases supplies as needed.
- Maintains city vehicle inventory.
- Secures easement and right-of-way permits.
- Serves as city training officer.
- Attends training school as required.
- Maintains and updates city utility maps.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the methods and practices involved in the construction, operation, maintenance, and repair of electric utilities.
- Knowledge of the National Electrical Code and other codes related to the construction, maintenance, and repair of electrical utility line systems.
- Knowledge of the operation of electrical substations.
- Skill in operating heavy equipment, bucket trucks, trenchers, line trucks, and other equipment used in the maintenance and repair of electrical lines.
- Skill in troubleshooting electrical problems.
- Skill in organizing and supervising the activities of technical personnel.
- Skill in the use of a computer and various electrical meters.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:**

The City Administrator assigns work in terms of departmental goals and objectives. Work is

reviewed through conferences, reports, and observation of departmental operations.

**GUIDELINES:**

Guidelines include the National Electrical Code, National Electrical Safety Code, city codes, the Southern Building Code, and Electric Cities safety regulations. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

**COMPLEXITY:**

The work consists of varied administrative and technical duties.

**SCOPE AND EFFECT:**

The purpose of this position is to plan, administer, supervise the provision of citywide electrical services. Successful performance helps ensure the safe, efficient, and reliable provision of electrical services to consumers.

**PERSONAL CONTACTS:**

Contacts are typically with utility city employees, residential and industrial customers, engineers, architects, contractors, and the public.

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

**PHYSICAL DEMANDS:**

Work is performed with the employee intermittently sitting, standing, bending, crouching, or stooping. The employee must operate bucket truck, pole truck, and other utility construction equipment. The employee must occasionally lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**WORK ENVIRONMENT:**

The work is performed in an office, a stockroom or warehouse, and outdoors, where the employee may be exposed to high voltage, dust, dirt, grease, machinery with moving parts, and occasional inclement weather. This position requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Assistant Superintendent (1), Lineman (2), and Meter Reader (1).

**MINIMUM QUALIFICATIONS:**

High school education; certified Lineman; and at least four years' experience as lineman and/or foreman. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the department, usually interpreted to require 3-5 years of related experience. Must possess a valid CDL Class A driver's license issued by the State of Georgia.

**BENEFITS:**

The City of Washington offers excellent benefits including matching 401(b) retirement plan, employer-provided health insurance, 10 paid holidays, and paid personal leave.

**TO APPLY:**

Visit [www.cityofwashingtonga.gov](http://www.cityofwashingtonga.gov) to download a fillable job application. Submit the completed application to [hr@wga.gov](mailto:hr@wga.gov) or deliver to City Hall, Attn: City Administrator, 102 E. Liberty St, Washington, GA 30673.