

**MERCED IRRIGATION DISTRICT
LINE SUPERVISOR - ELECTRIC**

FLSA Status – Exempt
Unrepresented – Grade S

DEFINITION:

Under general direction of the Operations and Engineering Manager, plan, assign, supervise and participate in the work of line crews engaged in the construction and maintenance of the District's Electric Distribution including substations, overhead and underground electrical transmission and distribution systems. Support MID departments including Hydro and Water departments as necessary. The Line Supervisor – Electric must perform his/her duties in a manner that reflects positively on the Merced Irrigation District and the Electric Distribution Department.

ESSENTIAL FUNCTIONS OF THE POSITION:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Direct the construction and installation of extensions and additions to substations, underground and overhead electrical distribution systems.
- Coordinate the work of crews with that of contractors, utility companies and other District departments and divisions.
- Determine work priorities.
- Supervise from plans and blueprints the installation of electrical transmission distribution systems.
- Insure that proper safety precautions are taken when substation and relay crews are performing construction and/or maintenance work.
- Insure that proper safety precautions are taken when line crews are working close to energized lines and in street subject to traffic hazards.
- Requisition of tools and equipment for projects.
- Inspect the work of substation, relay and lineman crews while in progress and upon completion.
- Maintain time records and prepare reports.
- Supervise, train, and evaluate assigned staff.
- Respond to emergency situations and be on-call as assigned.
- Transmission and distribution line patrolling.
- Supports safety, environmental and reliability compliance efforts of the District.
- Functions as a member of the management team.
- Trains, develops and maintains qualified direct reports and crews. Supports and provides technical training as necessary.
- Meets with staff to identify and resolve issues.
- Prepares and delivers Performance Reviews.
- Identifies critical spare parts and maintains inventory.
- Develops, implements and maintains maintenance procedures.
- Monitors and evaluates the performance and efficiency of equipment, service delivery methods and procedures and recommends equipment modifications, upgrades, and best practices within

department policy; ensures compliance of modifications and upgrades with all applicable technical local, state, and federal codes.

- Participates in the development and administration of the Electric Distribution Department annual budget and long term plan; participates in the forecast of funds needed for equipment, contractors, and technical initiatives; monitor and approve expenditures within delegation; and recommend adjustments as necessary.
- Coordinates, develops, and maintains a continuing set of records for reference and analysis; develops and/or participates in the specification process to procure materials and equipment.
- Coordinates maintenance projects and initiatives with County departments, contractors, and consultants for the successful and timely completion of assigned construction projects; coordinates and maintains liaison with various federal, state, local and regulatory agencies.
- Provides responsible staff assistance to the Operations and Engineering Manager; conducts or oversees a variety of technical studies and operational studies; recommends equipment and technical procedures changes as appropriate.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments applicable to the field of electric distribution project maintenance; incorporates new developments as appropriate into programs.
- Supports District labor negotiations.
- Perform other related duties as required or assigned by manager.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Bachelor's Degree from an accredited college or university with major course work in electrical engineering, or a related field preferred.

Experience:

- Five (5) years of increasingly responsible electrical distribution experience with three (3) years' experience in a supervisory capacity preferred.

Ability to:

- Be a safety leader for organization.
- Function effectively as a member of a high performance team.
- Provide leadership that supports an environment of continuous improvement.
- Serve as project manager on assigned projects.
- Identify technical deficiencies and suggest and implement improvements.
- Participate in the management of hydroelectric power systems.
- Participate in the development and administration of division goals, objectives and procedures.
- Perform fundamental economic analysis of alternatives.
- Prepare clear and concise administrative and technical reports.
- Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
- Interpret, explain and enforce Department policies and procedures.
- Respond to questions and inquiries from a variety of sources.

- Research, review, update, and revise existing ordinances, policies, and design standards.
- Coordinate activities with internal and external agencies and committees.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Work under pressure and make sound decisions with limited information.
- Research, analyze and evaluate system performance.
- Operate office equipment including computers and word processing, spreadsheet, and database software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Management principles and practices, organizational development and project management practices.
- Electric distribution project operations, services, and activities of an electric generation utility.
- Electrical and mechanical devices used to generate, transmit, and distribute electric power.
- Engineering economics.
- Principles of budget preparation and control.
- Advanced methods and techniques of conducting site and field investigation.
- Office procedures, methods and equipment including use of computers and Microsoft Office word processing and spreadsheet applications, and specialized engineering programs.
- Occupational health and safety standards.
- Pertinent federal, state and local laws, codes, and regulations.

Necessary Special Requirements:

- Cardio Pulmonary Resuscitation (CPR) and First Aid Certificates.
- Rubber glove certificate.
- Pole top and bucket rescue training.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must file a Statement of Economic Interest (Form 700) in compliance with Governmental Code Section 8100.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 80% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office or substation environment.

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
 Hands/Arms: Operates computer for up to eight (8) hours per day
 Lifting: Raises and lowers boxes and supplies up to fifty (50) pounds.
 Stooping: Bends body downward and forward by bending at the knees or waist
 Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
 Hearing: Hears well enough to receive communications in person and by telephone.
 Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Operations and Engineering Manager.

SALARY:	\$49,949.7 to \$74,924.6 – Grade S
DATE OF POSTING:	September 23, 2019
CLOSING DATE OF APPLICATIONS:	Open until filled
LOCATION OF JOB:	3321 N. Franklin Road, Merced, CA 95348
ANTICIPATED INTERVIEW DATE:	To be announced
ANTICIPATED DATE OF HIRE:	To be announced

Applications/Resumes will only be accepted via the Merced Irrigation District's online application system.

New users must set up an account at

<https://Merced.accessgovernment.net/ApplicantTracking>

Assistance with this new feature can be obtained in Human Resources.

