MERCED IRRIGATION DISTRICT

LINE SUPERVISOR

FLSA STATUS – Exempt

DEFINITION:

Under the general direction of the Deputy General Manager, Energy Resources, plan, assign and supervise the activities of the Energy Operations and Maintenance personnel in the installation, operation, construction, and maintenance of electric distribution and transmission systems and all associated equipment. The Energy Line Supervisor is expected to possess thorough technical and working knowledge of construction, operation, and maintenance procedures utilized on electric distribution and transmission systems, including components, devices, rules, regulations, and safety practices.

ESSENTIAL FUNCTIONS OF THE POSITION

- Develops and implement departmental goals, objectives, policies, and procedures.
- Plan, organize, and direct the Operations and Maintenance Department activities including but not limited to the construction and installation of extensions and additions to underground and overhead electrical transmission and distribution systems.
- Direct, oversee and participate in the development of the Operations and Maintenance work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate crews' work with contractors, utility companies, and other District departments and divisions.
- Provide oversight to the District's electrical system operations and resources to maintain electric system reliability and ensure compliance with local, State and Federal regulations.
- Determine work priorities and make sure that materials are available and tools in working order. Maintain all records such as project's material and time.
- Supervise from plans and blueprints the installation of electrical transmission, and distribution systems.
- Provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Build and maintain positive working relationships with co-workers, other District employees, outside agencies, and the public using principles of good customer service.
- Ensure that the Operations and Maintenance Department personnel follows the proper safety rules and regulations. Ensure tailgate safety briefings are held.
- Inspect the work of substation, relay, and linemen crews while in-progress and upon completion.
- Prepare the Operations and Maintenance Department budget, assist in budget implementation, participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Be on-call as assigned.
- Review and approve clearances and switching programs.

- Ensures the District's Operations and Maintenance Department activities meet the safety, environmental, and NERC reliability compliance requirements.
- Functions as a member of the management team.
- Meets with staff to identify and resolve issues.
- Prepares and delivers Performance Reviews.
- 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.
- Perform other related duties as required or assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Knowledge of electric utility operations, services and activities of a comprehensive electrical program, including electrical principles, methods, materials, tools, and equipment used in the installation and maintenance of transmission and distribution systems.
- Microsoft Office Suite and other programs used in the course of duties.
- Principles and practices of organizational analysis and management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of safety management.
- Principles and practices of electric transmission and distribution system operations.
- California General Orders 95 and 128, applicable OSHA regulations and NEC.
- District rules, policies and guidelines.

Ability to:

- Organize and direct the activities of the Operations Maintenance Department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Review and revise technical documents, including but not limited to, operating bulletins, procedures, training materials and job task and analysis documents in accordance with the FERC approved NERC standards.
- Understand the operations of an electric transmission and distribution system.
- Gain cooperation through discussion and persuasion.
- Interpret and apply local, State, Federal and District and department policies, procedures, rules and regulations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Supervise, train and evaluate personnel.
- Ensure staff training is consistent with the requirements as mandated in the FERC approved NERC standards.
- Operate and use modern office equipment including a computer and applicable software.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing
- Work cooperatively with the public and fellow employees.
- Principles and procedures of record keeping and report preparation.
- Occupational hazards and standard safety practices.

SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain prior to appointment, a valid Class C Driver's License issued by the California Department of Motor Vehicles.
- Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.
- Possession of, or ability to obtain, an appropriate, valid First Aid Certificate.

MINIMUM REQUIREMENTS:

Education:

Equivalent to an Associate or Bachelor's degree from an accredited college or university with major course work in Business Administration, Electrical Engineering, or a related field is preferred. Job knowledge and ability may be substituted for education.

Experience:

Seven years of increasingly responsible experience in electric utility and system operations or engineering; including two years of supervisory responsibility

Successful completion of the following training:

- Control of Hazardous Energy.
- Cardiac pulmonary resuscitation and first aid training and certification.

TYPICAL PHYSICAL ACTIVITIES:

- Travels frequently by motor vehicle in the conduct of District business.
- Uses office equipment such as computer terminal, copiers and FAX.
- Transport, set-up, and removal of promotional equipment and materials at various public functions.
- 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.
- Use of office equipment such as computers, 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.
Standing:	Remains in a standing position for up to eight (8) hours per day.
Hands/Arms:	Operates vehicles for up to eight (8) hours per day
Lifting:	Raises and lowers supplies and equipment up to twenty-five (25) 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.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 80% or less work time spent outside a building and exposed to the sun.
- Most work performed in an outside environment with exposure to dust, dirt, and significant temperature changes between heat and cold.

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project, and plan work activities on a daily and weekly basis.
- Document concisely, accurately, and timely.