**ELECTRIC SUPERINTENDENT**

**Employer Information**

- **Organization Name:** City of Sibley
- **Website:** [http://www.cityofsibley.com](http://www.cityofsibley.com)
- **About Our Organization:** The City of Sibley strives to increase opportunities that will enhance the quality of life for all ages.
- **Department:** Electric System
- **Division:** IA
- **Reports To:** City Administrator
- **Job Location:** Sibley, IA
- **Hours/Week:** 40

**Benefits**

- Health Insurance
- Paid Holidays
- Health Reimbursement
- Sick Leave
- Comparable wage DOE
- IPERS
- Life Insurance
- Cafeteria
- Wellness membership
- Floating holiday
- Educational opportunities

**Job Purpose**

Manage all functions of the Electric Department, under the direction of the City Administrator. Maintain professionalism while management and directing the department and practicing sound judgement, initiative, and integrity.
**Primary:**

Direct the operation, maintenance and improvements of the entire electric system to provide safe, efficient, adequate and reliable service to all electric customers.

Responsible for leadership of department personnel, including the need to communicate, delegate, practice and promote efficient work habits, and follow personnel related policies of the City.

Develop, establish/recommend, and enforce department safety rules.

Plan and make recommendations for electric facility improvements.

Plan and coordinate departmental work with customers, private contractors and other utility departments and companies.

Responsible for recommendation or purchase of, and training on; proper tools, equipment and material, as necessary, to accomplish work as cost effectively as possible.

Responsible for accurate revenue metering of electric usage, along with City Clerk/Finance Director.

Supervise locating and recording of underground facilities.

Responsible for restoration duties.

**Secondary:**

Responsible for inspecting, recording, and reporting in accordance with federal and state regulations

Arrange off-duty on-call assignments for electric department personnel as necessary for customer service.

Direct and perform tree trimming duties as necessary.

Promote and practice good public relations and customer service.

Promote and enhance interdepartmental cooperation.

Perform duties in other departments as necessary or as determined from time to time by the City Administrator.

**Knowledge, Skills, Abilities**

The knowledge, skills, abilities and familiarity with the principles and practices of electric distribution, operations, maintenance and construction; knowledge of applicable electric safety codes, rules and regulations for installation and maintenance of the electric system; instruct department personnel and others concerning the practices, methods, tools, and the occupational hazards of this work; ability to control emergency situations; ability to maintain a positive attitude and help enhance the organization’s image, practice good public relations, provide good customer service and communicate effectively. Residency within 5 miles from City Office is required.

**Experience**

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<th>Years of Experience</th>
<th>4 years</th>
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<tr>
<th>Education</th>
<th>Degree in electric field that provides applicable knowledge and experience in the electric utility field &amp; a minimum of 4 years experience in the electric utility field or equivalent combination of education and experience, preferred.</th>
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<td>Additional Information</td>
<td>Additional training (including journeyman and/or supervisory) as provided through schools and training sessions is needed on an on-going basis, if needed they will be provided by City. Commercial drivers license (CDL) is required, class B beneficial. Drug testing will be required.</td>
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