

**CITY OF BAY CITY
ELECTRIC UTILITY DIVISION
ELECTRIC DEPARTMENT
ELECTRIC METERING AND SUBSTATION SUPERVISOR
UWUA LOCAL 541**

Reports to: Electric Operations Superintendent
FLSA Status: Non Exempt
Revised on: 02/21/2022

JOB SUMMARY

The following is intended as a brief description of the duties, responsibilities, and requirements of the position listed above and is not intended to be comprehensive.

This is technical and supervisory work in the operation, maintenance, and installation of electric meters and substation equipment, load profiling and forecasting and all related activities.

Work involves the responsibility of planning, scheduling, training, supervising, and evaluating the work in the design and planning of electric utility metering and substation; the installation, testing, repair, monitoring of SCADA and electric utility specific communications equipment; and load profiling and forecasting.

Independence and judgement are exercised in implementing policies and meeting program objectives. Work is then reviewed through discussion, analysis of reports, and the observation of results obtained.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which an employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, lay out, assign, supervise, and inspect the work of skilled personnel engaged in all aspects of metering and substation work.
2. Supervise and conduct acceptance checks of electrical equipment, assist in the development of electrical equipment specifications, and make purchase recommendations.
3. Supervises and assures the timely completion of various substation maintenance programs, work tasks, and procedures.
4. Reviews circuit loading periodically and recommends circuit switching to improve substation transformer utilization.
5. Oversees and manages all aspects of the utility's AMI system. Works with IT Services to ensure that computer system/software is functioning to support AMI.
6. May provide technical assistance/supervision as required during power outages or other situation requiring immediate response.

7. Works closely with Utility Customer Service to ensure accurate billing. Investigates usage anomalies.
8. Develop and administer a comprehensive in-service training program in the installation, operation, and maintenance of metering and substation facilities.
9. Demonstrate proper safety work methods and procedures.
10. Assist customers and utility billing staff to resolve issues involving power quality and/or bill complaints.
11. Maintain records, prepare reports, assist in budget preparation, and maintain budgetary controls.
12. Perform related work as required.

JOB REQUIREMENTS

The Electric Operations Superintendent may accept any combination of experience, education, skills and certifications, or substitutions at their discretion.

The requirements listed below are representative of the knowledge, skills, abilities, and qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Thorough knowledge of the operating principles, practices, maintenance, and safety procedures relating to power meters and substations; and the ability to apply this knowledge to a variety of work problems.
2. Knowledge of substation and metering design and construction standards.
3. Knowledge of the materials, methods, and equipment used in electrical substations and metering.
4. Thorough knowledge of the safety rules and procedures in working with energized electrical systems.
5. Ability to establish and maintain effective working relationships with employees, contractors, and electric customers.
6. Ability to understand and carry out complex oral and written instructions, and read and interpret wiring diagrams and schematics. Skills in the use and care of equipment used and the ability to instruct others in their use is required.
7. Ability to maintain detailed records and prepare reports as required.

EDUCATION AND EXPERIENCE

The Electric Operations Superintendent may accept any combination of experience, education, skills and certifications, or substitutions at their discretion.

1. Must have a minimum of an Associate's degree in electrical and/or computer technology or a closely related field; and/or a satisfactory equivalent combination of experience and training in electric utility. Five (5) to ten (10) years of experience in the field is preferred.
2. Knowledge and experience in the use of computers and software, including general purpose business applications, specialized metering, and system planning applications.

3. Knowledge and experience in the installation, operation, and maintenance of power meters; SCADA and electric utility specific communications; and all related equipment.
4. Knowledge and experience in the data requirements necessary for scheduling purchased power transactions.
5. Must possess and maintain a valid State of Michigan Driver's License.

PHYSICAL, MENTAL, AND VISUAL DEMANDS

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Vision 20/20 corrected.
2. Ability to distinguish colors appropriately.
3. High degree of mental, visual, and manual dexterity for sustained periods.
4. High degree of accuracy required.
5. Exposure to interior office environment, as well as possible on-site activities and occasional exposure to inclement weather conditions.
6. Light work, exerting 5-10 pounds occasionally. Involves walking, standing, sitting, twisting, turning, kneeling, stooping, climbing, and squatting occasionally. Some lifting 5-10 pounds over shoulder height.
7. Good communication and listening skills.
8. Ability to effectively supervise staff.

Bradley Tucker
Director of Human Resources

Date

The above statements are intended to describe the general nature of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.