



VILLAGE OF MOUNT HOREB
E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info



Village of Mount Horeb

Electric Utility Superintendent

The Village of Mount Horeb / Mount Horeb Utilities, an innovative and progressive local government organization, is in search of an Electric Superintendent.

The Electric Utility Superintendent is responsible for the overall operation of the Mount Horeb electric department including planning, organizing, staffing, directing, coordinating, reporting, and budgeting. This is a critical leadership role that provides direction and long-range planning to the electric utility, provides outstanding customer service to our residents, and is vital to the success of our organization through maintaining and creating a reliable and innovative electric utility.

Applicants must have a high school diploma or GED and have successfully completed their line technician apprenticeship, or have a degree in Engineering (Civil, Mechanical, Electrical) or related field, and have a minimum of five (5) years' experience working in the field. Supervisory experience is required and a background in engineering is preferred. This position also requires a valid Wisconsin driver's license upon hire with a valid commercial driver's license (CDL) preferred.

The Village of Mount Horeb offers a competitive wage and benefits package. The wage for this full-time position is dependent upon qualifications, with minimum of \$48/hr. starting wage. Village application and a job description can be found on the Village website, www.mounthorebwi.info, or can be picked up at the Village Office, 138 E Main Street, Mount Horeb, WI. Applicants must submit a resume, application, cover letter, and references to be considered. Please contact the Deputy Administrator, Amy Hall, at amy.hall@mounthorebwi.info or (608) 437-9406 with any questions or to submit your application materials. Review of applications will begin immediately. Recruitment to remain open until position is filled.

**Village of Mount Horeb
Job Description**

TITLE: Electric Superintendent
DEPARTMENT: Electric
SUPERVISOR: Village Administrator
FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: At will
EFFECTIVE DATE: November 23, 2020

SUMMARY: The Electric Superintendent is responsible for the overall operation of the Mount Horeb electric department including planning, organizing, staffing, directing, coordinating, reporting, and budgeting. This Electric Superintendent, along with the Electric Foreman, is responsible for the supervision of all electric employees and will perform manual labor associated with completing assignments and tasks.

ESSENTIAL JOB FUNCTIONS:

- Development of the department's annual budget and managing the approved budget.
- Create work schedules for department staff to accomplish department work objectives.
- Attend Village-related meetings as required.
- Investigate and respond to citizen concerns regarding electric utility conditions in the Village.
- Develop short and long-range goals, and objectives for the department.
- Safely operate a wide variety of hand tools, small power tools, and heavy power tools.
- Available for call-ins with a 30-minute or less response time for emergency situations.
- Inspect, maintain, install and repair electric lines, stations, substations, poles, transformers, high-voltage connectors, switches, and related electric infrastructure. These include both overhead and underground electric lines.
- Read utility meters and record data.
- Install new electric meters in buildings and houses.
- Test electric meters and keeps accurate records according to PSC rules.
- Perform accurate inventory counts and records data.
- Use proper safety procedures and equipment associated with electrical hazards.
- Establish and maintain clearance between electric lines and other utility infrastructure.
- Operate vehicles including trucks (boom truck, bucket truck, etc). requiring a valid Wisconsin commercial driver's license (CDL).
- Proficiency with pole-top, bucket, and vault rescue.
- Train, supervise, evaluate, and issue disciplinary action as necessary for all employees and volunteers working in the department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Maintain effective working relationships with other employees and the public.
- Work independently with minimal supervision.
- Prioritize work tasks to meet deadlines.
- Follow oral and written direction.
- Perform strenuous physical work.
- Maintain a valid Wisconsin commercial driver's license (CDL).
- Use safety equipment and follow safety procedures associated with working with high-voltage electrical lines and equipment.
- Be certified and maintain certification in CPR and first aid.

Knowledge of:

- PSC rules and regulations applicable to Mount Horeb's electric facilities and infrastructure.
- Methods, materials, tools, and equipment commonly used in electric utility operations.
- Personal protective equipment and confined space entry procedures.
- Methods, materials, and equipment used in the public lineman trades.
- Electrical theory and practice.
- Methods of supervision and management.

Skills:

- Must be able to communicate in a professional manner.
- Basic computer skills including the use of Microsoft Word, Excel, and industry specific software.
- Performing accurate mathematical calculations.
- Read and interpret maps, manuals, specifications, and safety instructions.
- Safely operating a wide variety of vehicles and equipment commonly used in the maintenance of electrical grounds, buildings, facilities, and both overhead and underground infrastructure.
- Effective budget development and management.
- Critical thinking using logic and analysis to evaluate options to various situations
- Develop positive leadership traits to serve as an employee coach and mentor.

WORKING CONDITIONS: Work is both indoors and outdoors in all types of Wisconsin weather conditions.

- Frequently required to stand and balance for extended periods of time.
- Frequently required to lift arms overhead for extended periods of time.
- Occasionally required to perform heavy physical labor for extended periods of time.

- Frequently required to use hands to finger, handle, or feel objects.
- Frequently required to walk, stoop, climb, talk and hear.
- Occasionally required to lift objects in excess of 75 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

EDUCATION AND EXPERIENCE:

- High school diploma or GED; successful completion of line technician apprenticeship; valid Wisconsin commercial driver's license; a minimum of five (5) years experience working as a lineman; supervisory experience preferred; or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.