

## HIGH VOLTAGE DISTRIBUTION SUPERVISOR

**DESCRIPTION OF WORK:** Positions in this banded class are responsible for the overall management of electrical distribution systems. Positions in this class direct, manage, supervise and coordinate facilities, services, activities and operations including staff and operations supervision; analyze and interpret rules and regulations; develop and implement processes, policies, and procedures; ensure compliance with applicable rules, regulations, contracts, processes, policies, procedures, codes and licenses; manage budgets, reports and training programs; implement long range and strategic plans; evaluate and manage current projects and determine future project needs; and prepare emergency action and contingency plans.

### **EXAMPLES OF COMPETENCIES:**

#### **CONTRIBUTING**

**Knowledge-Technical:** Considerable knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s). Considerable knowledge of operation, design and maintenance procedures of applicable equipment. Knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.

**Operations Management:** Ability to direct, plan, supervise and manage a unit. Ability to monitor budget and schedule. Ability to develop and implement work schedules. Ability to analyze and develop processes, policies, and procedures for a single unit or a single component complex system. Ability to identify (and may require ability to resolve or make recommendations for) standard problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure. Ability to perform supervisory and training activities; ability to recruit staff that meet required competencies; ability to work with employees to identify training needs and recommend developmental activities including employee safety, selection and development of employees, employee counseling and motivation and salary administration. Knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.

#### **JOURNEY**

**Knowledge-Technical:** Thorough knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s). Thorough knowledge of operation, design and maintenance procedures of applicable equipment. Considerable Knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.

**Operations Management:** Ability to direct, plan, supervise and manage a complex unit involving multiple operations and projects. Ability to monitor budget. Ability to develop and resolve schedule issues. Thorough knowledge of and the ability to analyze and develop processes, policies, and procedures related to facility services operations. Ability to identify (and may require ability to resolve or make

**Safety and Health Compliance:** Ability to follow industry or specific guidelines, particularly as they relate to safety, health and environmental practices and regulations. Ability to ensure detailed operational and safety procedures are followed and compliance with regulatory agencies/standards. Ability to use appropriate protective equipment following established protocols. Ability to follow appropriate post-emergency procedures.

**Safety and Health Compliance:** Ability to identify and inform supervisor of potential safety problems and hazards. Ability to ensure detailed operational and safety procedures are followed and compliance with regulatory agencies/standards. Ability to apply applicable regulations, codes to enhance work unit processes and procedures. Ability to determine appropriate protective equipment based on established standards.

recommendations for) non-standard/more complex problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure. Ability to identify, evaluate and implement improved work practices and processes and evaluates performance. Considerable knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.

### **ADVANCED**

**Knowledge-Technical:** In-depth knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s). In-depth knowledge of operation, design and maintenance procedures of applicable equipment. Through knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.

**Operations Management:** Ability to direct multiple, large and/or complex systems involving various operations and projects. Ability to develop and implement budget. In-depth knowledge of and the ability to analyze, develop, and implement processes, policies, and procedures related to facility services operations. Ability to identify, resolve and make recommendations for non-standard/more complex problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure. Ability to troubleshoot and evaluate options; ability to choose appropriate action by considering potential outcomes; ability to implement/lead corrective action. Ability to provide leadership, direction and performance management. Thorough knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.

**Safety and Health Compliance:** Ability to be independently responsible for the safe and efficient management and operation of the most complex utility plants. Ability to anticipate safety issues and take proactive steps to maximize safe operations and measure the effectiveness of action. Ability to determine appropriate protective equipment based on established standards. Ability to regularly assess site and shop operations for safety.

**MINIMUM TRAINING AND EXPERIENCE:** High school diploma or equivalency and four years of experience in high voltage distribution operations, of which one year is supervisory; or equivalent combination of training and experience. Requires certification(s).

**Special Note:** Maintains required certifications.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.