

# HIGH VOLTAGE DISTRIBUTION SUPERVISOR

Schematic Code 17901 (31000230)

## I. 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.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level prioritize critical and non-critical projects or operations. Positions plan and perform the administration of multiple activities/functions, operations and projects. Positions are responsible for defining objectives, priorities and deadlines, and overall outcome and safety. They assess and recommend projects, plans, and changes. They ensure compliance with regulations, codes. Positions are responsible for evaluation of staff activity and personnel functions.</p>	<p>Positions at this level plan and perform the administration of multiple, complex operations activities/functions. Positions are responsible for defining objectives, priorities and deadlines, and overall outcome and safety of the unit. Positions serve as a specialist or expert resource. They assess and develop projects, plans, and changes. They ensure compliance with regulations, codes. Positions project issues, perform budget management and may develop budgets.</p>	<p>Positions at this level are responsible for operations of complex and large electrical distribution systems. Positions administer and/or authorize expenditures and obligations. They develop processes, long range and strategic plans, and participate in planning organization wide. They develop and assess projects, and implement plans based on assessment. Positions are accountable for the overall outcome of the unit and for compliance with regulations, codes, and health and safety rules and regulations.</p>

**III. COMPETENCIES**

Competency	Definition
<b>Knowledge - Technical</b>	Technical knowledge and skill in a specific technical area(s) and keeps up with current developments and trends in areas of expertise.
<b>Operations Management</b>	Ability to provide oversight for all activities to include quality assurance and safety; ability to coordinate and manage facilities, equipment, supplies and related resources; ability to monitor environmental risks, if any and quality control; ability to establish tasks and activities associated with an intended outcome and timeline; ability to ensure actions are performed and/or implemented to achieve results.
<b>Safety and Health Compliance</b>	Ability to understand applicable policies and procedures and maintain conditions that ensure a healthy and safe working environment.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Knowledge – Professional**

Technical knowledge and skill in a specific technical area(s) and keeps up with current developments and trends in areas of expertise.

Contributing	Journey	Advanced
<p>Considerable knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s).</p> <p>Considerable knowledge of operation, design and maintenance procedures of applicable equipment.</p> <p>Knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.</p>	<p>Thorough knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s).</p> <p>Thorough knowledge of operation, design and maintenance procedures of applicable equipment.</p> <p>Considerable Knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.</p>	<p>In-depth knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s).</p> <p>In-depth knowledge of operation, design and maintenance procedures of applicable equipment.</p> <p>Through knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.</p>

**Operations Management**

Ability to provide oversight for all activities to include quality assurance and safety; ability to coordinate and manage facilities, equipment, supplies and related resources; ability to monitor environmental risks, if any and quality control; ability to establish tasks and activities associated with an intended outcome and timeline; ability to ensure actions are performed and/or implemented to achieve results.

Contributing	Journey	Advanced
<p>Ability to direct, plan, supervise and manage a unit. Ability to monitor budget and schedule. Ability to develop and implement work schedules.</p> <p>Ability to analyze and develop processes, policies, and procedures for a single unit or a single component complex system.</p> <p>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.</p> <p>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.</p> <p>Knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.</p>	<p>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.</p> <p>Thorough knowledge of and the ability to analyze and develop processes, policies, and procedures related to facility services operations.</p> <p>Ability to identify (and may require ability to resolve or make recommendations for) non-standard/more complex problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure.</p> <p>Ability to identify, evaluate and implement improved work practices and processes and evaluates performance.</p> <p>Considerable knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.</p>	<p>Ability to direct multiple, large and/or complex systems involving various operations and projects. Ability to develop and implement budget.</p> <p>In-depth knowledge of and the ability to analyze, develop, and implement processes, policies, and procedures related to facility services operations.</p> <p>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.</p> <p>Ability to provide leadership, direction and performance management.</p> <p>Thorough knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.</p>

**Safety and Health Compliance**

Ability to understand applicable policies and procedures and maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
<p>Ability to follow industry or specific guidelines, particularly as they relate to safety, health and environmental practices and regulations.</p> <p>Ability to ensure detailed operational and safety procedures are followed and compliance with regulatory agencies/standards.</p> <p>Ability to use appropriate protective equipment following established protocols. Ability to follow appropriate post-emergency procedures.</p>	<p>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.</p> <p>Ability to apply applicable regulations, codes to enhance work unit processes and procedures.</p> <p>Ability to determine appropriate protective equipment based on established standards.</p>	<p>Ability to be independently responsible for the safe and efficient management and operation of the most complex utility plants.</p> <p>Ability to anticipate safety issues and take proactive steps to maximize safe operations and measure the effectiveness of action.</p> <p>Ability to determine appropriate protective equipment based on established standards. Ability to regularly assess site and shop operations for safety.</p>

**V. MINIMUM TRAINING & 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).

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