

ELECTRIC DEPARTMENT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of a municipal electrical distribution system. Duties are performed under the general direction of the village board with wide leeway allowed for the use of independent judgement in planning and carrying out the maintenance and extension of the distribution system. Direct supervision is exercised over work of subordinate department personnel. The Electrical Department Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs and participates in the daily maintenance and extension of the village electrical power system;
- Makes work assignments;
- Orders supplies for department and records usage;
- Maintains employee time reports;
- Reviews delinquent notices and approves electric shut-offs;
- Oversees the reading of electric meters for billing purposes;
- Instructs personnel in electrical maintenance techniques;
- Performs the duties of a Line Worker;
- May assist other village departments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of electric power system installation and maintenance; thorough knowledge of electrical circuit maintenance safety precautions; ability to interpret written plans and specifications; ability to plan and supervise the work of others; ability to climb poles and work in high places; ability to explain department activities to the public; ability to operate a motor vehicle in a safe and efficient manner; manual dexterity; mechanical aptitude; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Four years of electrical construction or maintenance experience.

NOTE: Experience must have included working with primary electrical circuits greater than 480 volts.

SPECIAL REQUIREMENT: Possession of an appropriate class New York State driver's license at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/11/84