



JOB TITLE: SUPERINTENDENT DISTRIBUTION OPERATIONS

REFERENCE NO: 56303

DIVISION: UTILITIES

DEPARTMENT: ELECTRIC DISTRIBUTION

APPROVAL DATES: BY:  **DATE:** Nov 7, 2016
COMMISSIONER - UTILITIES

BY:  **DATE:** Nov 1, 2016
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a non-union supervisory position responsible for pro-actively and progressively leading and managing the Electric Distribution Operations group. Incumbent will ensure the safe, cost-effective and reliable operations of the electric system.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Manager of Electric Distribution.
- Functions as the supervisor of trades staff in the Distribution Operations group.
- Develops and maintains strong working relationships with Electric Distribution staff and City teams.
- Develops and maintains external working relationships.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides supervision and leadership in the selection, training and development of Electric Distribution operating staff.
- Ensures reliable distribution of electricity in a safe and cost effective manner, while meeting all industry regulations and City policies and procedures.
- Acts as the designated Operator in Charge or Operation Authority of the electric distribution and transmission system.
- Ensures delivery of distribution services for internal and external customers.
- Manages employee/labor relations in a manner that maximizes benefits for the Utility.
- Provides leadership/direction to staff concerning Health, Safety and Environmental plan and ensures goals are met.
- Develops and delivers business plans and annual operating budgets to meet objectives.
- Coordinates the execution of maintenance plans.
- Proactively prepares contingency plans for major power outages.
- Stays current with ongoing industry practices and develops programs/procedures to implement within Operations.
- Standby duties as required.

REQUIRED COMPETENCIES:

- Ability to lead, support and engage the operations team to achieve business plan goals.
- Thorough knowledge of the practices, materials and equipment of a high voltage electric distribution system for an urban center.
- Thorough knowledge of Alberta Electric Utility Code and other applicable codes or guidelines.
- Knowledge of applicable Environmental and Occupational Health and Safety Regulations.

- Ability to develop business plans and budgets
- Ability to lead and promote a safe work environment.
- Ability to lead and promote environmental management.
- Excellent verbal and written communication skills.
- Working knowledge with industry software.
- Demonstrated continuous learner.
- Ability to mentor staff development.

REQUIRED QUALIFICATIONS:

- Current, valid Journeyman Power Line Technician certificate from a recognized institution.
- Eight (8) years of directly related operating experience in a high voltage electrical system, including four (4) years supervising others.
- Valid Class 5 Alberta Driver's License with acceptable driving record.
- An equivalent combination of management approved education and experience may be considered.