



JOB DESCRIPTION

JOB TITLE: SUPERINTENDENT – STATIONS AND EQUIPMENT

REFERENCE NO: 100028

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY OPERATIONS

APPROVAL DATES: BY:  **DATE:** March 8, 2022

MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY:  **DATE:** September 29, 2021

CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This non-union supervisory position leads the technical maintenance, trouble shooting, construction and operation of the Electric Utility's Distribution system within City Operations with emphasis on all technical aspects of the operation. Additionally, this person will act as an advisor to the generation group regarding electric power systems. The objective of this position is to ensure that the reliability, cost effectiveness, and functionality of the City's electrical infrastructure meets internal and external customer needs.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Manager of Electric Operations.
- Functions as a Supervisor of Trades and technical personnel in Electric Operations.
- Manages and administers contracts and contractors.
- Functions as an advisor to the power plant.
- Works closely with equipment and technology suppliers, coordinating material and service deliveries and staying current with evolving technologies.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Manage and plan all resources and effectively provide technical knowledge, maintain, replace, support and direct as it relates to stations, protection and physical equipment of the power system.
- Responsible for developing annual work plans, identifying and quantifying resources required, and developing and obtaining approval for budgets.
- Leads and participates personnel functions related to the department including recruitment, application of the collective agreement, and job description creation.
- Responsible for monitoring/measuring work performance and facilitating the development of standard operating procedures or standard construction procedures.
- Responsible for completing objectives as outlined in annual Health and Safety Objectives for the Utility and developing/training/coaching Foremen and crews in the use of safe work procedures, pre-job tailgate meetings, etc.
- Responsible for developing/monitoring appropriate industry best practice and regulatory required maintenance plans at the equipment level. Develop/monitor equipment performance data and maintenance records. Plan/schedule and initiate maintenance on all equipment in assigned area
- Must be available for stand-by duty as required

REQUIRED COMPETENCIES:

- Thorough knowledge of the practices, materials, equipment and methods of the electrical trade, including Electric Distribution systems.

- Thorough knowledge of occupational hazards and safe working practices of the electrical and power electrical trades.
- Thorough knowledge of regulations governing the electric utility with experience working under the Alberta Electric Utility Code.
- Knowledge of recent developments, sources of information on electrical equipment and the operation of Electric Distribution systems.
- Demonstrated knowledge as it relates to electric metering, station equipment, and specialty line and SCADA equipment.
- Develop, implement, and monitor system maintenance, asset replacement and new electrical construction.
- Ability to plan, organize and direct the work of numerous skilled and unskilled subordinates in installation and maintenance tasks.
- Knowledge and application of Provincial Occupational Health and Safety and Environmental legislation as well as City's Health, Safety and Environmental Management System and policies
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Ability to communicate effectively both orally and written, with fellow employees, consumers and members of the general public.
- Excellent interpersonal skills to establish and maintain working relationships with City co-workers, other departmental staff, the general public, Provincial officials and contractors.

REQUIRED QUALIFICATIONS:

- Two (2) year diploma in an Electrical Engineering Technologist Program from a recognized post – secondary institution.
- Journeyman Power Systems Electrician, with eight (8) years of direct experience in an Electric Utility system, construction, operation and maintenance, including four (4) years in a supervisory capacity.
- Possess a Valid Class 5 Alberta Driver's License with an acceptable driving record.
- An equivalent combination of management approved training and education may be considered.

September 28, 2021