

Promotional
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11/20/15

NOTICE OF VACANCY

DEPARTMENT: LIGHT DEPARTMENT
JOB CLASSIFICATION: GENERAL FOREMAN or SUPERINTENDENT
SALARY RANGE: TO BE DETERMINED
HOURS: SALARIED 40 HOUR WORKWEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. **SICK LEAVE:** After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. **PERSONAL DAYS:** 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; **HOLIDAYS:** 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

TOWN OF HOLDEN
Position Description
FLSA: Exempt

Position Title: General Foreman or Superintendent* Department: Light Department

Reports To: Light Department General Manager Date: November, 2015

* depending upon experience and qualifications of the successful candidate. The position description that follows is for Superintendent. If the successful candidate is hired as General Foreman, some portions of the job functions and responsibilities will be modified accordingly.

GENERAL SUMMARY:

Under direction of the Light Department General Manager, responsible and accountable for the safe and efficient provision of electric services to the Town through overhead and underground distribution and transmission systems. Responsible for substation maintenance, meter readings and repairs/testing of related equipment. Responsible for harmonious work relationships with and among employees.

ESSENTIAL JOB FUNCTIONS*:

- Plans, coordinates and supervises line crews engaged in construction and maintenance of overhead and underground electrical systems including distribution lines, substations and primary and secondary installations.
- Provides for the training and development of all line, forestry and meter personnel including safety training.

- Ensures compliance by personnel to applicable safety and health rules and regulations.
- Performs load management responsibilities to ascertain impact of new loads on system and to select proper supply voltages.
- Responsible for purchasing and ordering a variety of materials and equipment necessary to operate and maintain electric lighting plant and system. Selects materials to be used based on evaluation of products, quality, costs, etc. Recommends major purchases to the General Manager.
- Selects and designs meters, instruments, transformers, sockets, etc. for single and poly-phase metering installations.
- Oversees forestry division, meter reader and meter tester activities.
- Designs and lays out lighting for highways and special applications in accordance with established standards.
- Responsible for the preparation of maps, records and drawings related to utility line construction and repair projects.
- Coordinates and oversees the preparation of data and statistics required to file necessary reports to regulatory bodies, agencies and other Town departments.
- Ensures the proper recordkeeping of time, materials and activities for areas of responsibility.
- Responds to after-hour power outages or emergencies to direct line activities to restore power safely and as efficiently as possible.
- Confers and works closely with outside consultants and construction engineers to maintain electrical distribution, transmission system integrity.
- Monitors condition of department vehicles and recommends repair or replacement as necessary.
- Prepares specifications and documents for bids including materials and labor. Reviews bids and makes recommendations.
- Proposes measures that improve safety, efficiency and be an advocate for process improvement.
- Explore and encourage the use of the latest technology in system control, data acquisition, performance monitoring, etc.
- May consult with attorney related to legal requirements regarding, contracts, easements, rights of way, etc.

- Interviews applicants for vacant positions and recommends appointment to the General Manager.
- Evaluates performance of line, forestry and metering staff members, recommends changes in status and compensation.
- Confers with office staff related to accounting, the budget and customer services.
- Works collegially with other Town departments, state and local authorities and others in support of coordinating project responsibilities to achieve maximum efficiencies.
- Confers with and works with other utility companies on projects of mutual concern.

OTHER DUTIES AND RESPONSIBILITIES:

- Conducts daily foreman meetings to ensure a coordination of efforts, to review workplace safety matters and discuss matters related to public relations.
- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of electric distribution systems equivalent to completion of three to four years of college and seven to ten years of related experience in an electric utility, or as a working line foreman for an electric utility, or equivalent combination of education and experience.

Knowledge of electrical theory, engineering, GIS, metering and testing and environmental regulations.

Thorough knowledge of electric system distribution/transmission systems and on-going knowledge of safety rules and regulations.

Considerable knowledge of the geography of the Town, location of underground distribution lines and other underground utilities.

Thorough knowledge of the rules and regulations of the Light Department, Town policies and by-laws and State laws; leadership, supervision, judgment and decision making abilities; ability to command the operations of personnel and equipment effectively and with good judgment under life threatening and other emergency conditions.

Experience supervising utility union personnel or have been a member of a union working for a utility.

Ability to effectively communicate verbally and in writing to various and diverse groups and individuals.

Must possess a Massachusetts Commercial Driver's License.

SUPERVISORY RESPONSIBILITY:

Responsible for operations, maintenance and construction activities performed by line crew workers, forestry division, meter reading and testing personnel and building custodian. Carries out supervisory responsibilities in accordance with the Town of Holden's policies and applicable laws.

WORKING CONDITIONS:

Frequent periods supervising or inspecting in non-office environments with exposure to weather conditions and extremes.

Occasional walking, standing and climbing while conducting inspections of work sites.

Some exposure to electrical hazards and extreme weather conditions during emergency situations.

Occasional travel is required to attend meetings and conferences and to respond to emergencies.

Must be physically able to supervise and direct field operations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

SUBMIT LETTER OF INTEREST AND RESUME MARKED AS "CONFIDENTIAL" TO: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN, MA 01520 by **December 4, 2015 or until position is filled.**

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520
Or visit www.holdenma.gov Employment Opportunities
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED