

City of Alameda  
Code No. 7702  
Approved by C.S.B.

## LINE SUPERINTENDENT

### DEFINITION

Under general direction, plan, organize, supervise, and manage the work of operational groups engaged in the operation, construction, and maintenance of overhead and underground electrical transmission and distribution systems, Perform other related work as required.

### DISTINGUISHING FEATURES

This is a mid-management level classification responsible for the supervision and management of the operational groups engaged in the operation, construction, and maintenance of overhead and underground electrical transmission and distribution systems as part of the Engineering and Operations Division in the Alameda Municipal Power Department (AMP). Work in the class is distinguished from that of lower classes by the overall responsibility for major and/or complex projects or assignments, by the level and extent of management, administrative, and supervisory responsibilities, and by the level of professional specialization and expertise required.

### EXAMPLES OF DUTIES

1. Supervise, train, evaluate, and oversee training of assigned staff; conduct performance evaluations, recommend disciplinary procedures as required; and develop and ensure continued compliance of goals, objectives, policies, procedures, and practices for assigned sections; review work progress and problems with subordinate supervisors.
2. Plan, organize, direct and coordinate construction and maintenance of overhead and underground transmission and distribution systems.
3. Provide technical expertise and serve as a liaison role to other divisions, departments, and external agencies; and respond to public concerns and complaints and ensure they are handled promptly and professionally.
4. Prepare routine and special reports to document work activities and performance.
5. Evaluate, revise and implement work methods, conduct studies of accepted work methods used by other utilities.
6. Ensure adherence to and application of established safe work practices and procedures.
7. Prepare and administer section budgets; administer equipment and supply procurement request activities; make recommendations on construction equipment and vehicle additions, replacements and major modifications, and prepare applicable plans and cost data.
8. Oversee the apprentice line workers program; maintain appropriate staffing levels; and monitor workloads, assigned projects, and the quality of work output.
9. Perform other related duties as required

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by college course work in science, electronics and/or engineering.

Experience: Five years of journey-level electric utility experience involving construction and maintenance of overhead and underground transmission and distribution systems, which included two years of supervisory or crew lead

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experience; or two years of experience equivalent to Line Working Supervisor with the City of Alameda

#### Knowledge

Knowledge of electrical theory; electric utility overhead and underground transmission and distribution system construction and maintenance; materials, tools and methods used in electrical construction, installation, and maintenance; State of California General Orders 95 and 128; Electrical Safety Orders; ~~electrical tools and equipment; electric utility construction vehicles and equipment; work methods, materials, and equipment; construction plans and drawings; industry regulatory requirements; safe work practices and procedures; training methods and practices; modern business computer operations and applications including input, retrieval, and analysis of information using word processing, spreadsheet, mapping, and database programs such as Microsoft Word, Excel, Geographic Information Systems (GIS), and various web-based business application systems; communication technologies and media including smart phone, email and internet; principles and practices of supervision; effective methods of leading and training staff; and effective methods of communications both oral and written.~~

#### Ability

Ability to effectively plan, organize and control the operations of the Line Section; ~~respond by phone and in person in an emergency as part of effectively managing a 24-hour operation;~~ plan work schedules and monitor performance; interpret and apply established procedural and safety requirements; prepare specifications and evaluate bids; ~~read and interpret electrical maps and drawings;~~ implement improvements in organization, work procedures and equipment; prepare budgets and track costs; analyze complex technical and administrative problems and make sound recommendations for their solution; establish and maintain accurate records; prepare clear and concise reports; maintain level of knowledge required for satisfactory job performance; ~~learn and comply with specific industry regulatory requirements; learn and apply agency budgeting practices; learn and apply agency procurement policies and practices; learn and apply effective management and leadership principles and practices; proficiently utilize modern work related technology and business computer applications;~~ communicate effectively; establish and maintain effective working relationships with employees and the general public; supervise, train, evaluate and discipline assigned staff.

#### Special Requirements

~~Willingness and ability to respond to after-hours emergency calls as required as part of managing a 24/7 operation.~~

#### Other Requirements

~~Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.~~

#### Revision History

Approved by C.S.B. June 2, 1993

Job duties updated April 2020

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