



Holland Board of Public Works Job Description

Date: 1/19/2012

Revision: 1

Title: Electric Production Superintendent

Job Summary:

This position is responsible for the safe and efficient operation and maintenance of the electric production and directly supporting facilities. This position is under the direction of the Operations Director and is part of the Electric Production group.

Responsibilities:

- Manages the Electric Production group including operations, maintenance, planning and finances.
- Prepares and monitors the department operating and capital budgets and project expenditures.
- Ensures conformance with state and federal regulations that affect the Electric Production group.
- Reviews, evaluates and prepares financial and operating reports on plant operations.
- Develops continuous improvement plans with Electric Production group supervisory and professional staff personnel.
- Ensures adequate, cost effective supplies of electric generation are available to meet customer demand.
- Plans and secures fuel and wholesale power sources in compliance with corporate risk policy guidelines.
- Ensures the development and implementation of long range maintenance and equipment replacement plans.
- Works with superintendents from the Wastewater Treatment and Water Filtration groups to improve overall performance through efficiencies gained from shared resources.
- Ensures safety programs are implemented and adequate to meet the goals for safety in the Electric Production group.
- Performs personnel related functions such as recruiting, interviewing, hiring, evaluating, promoting, disciplining and dismissing.
- Establishes and maintains effective communications and working relationships with other governmental units, subordinates, and the general public.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in Engineering from an ABET accredited program, or other related field. P.E. license strongly preferred.
- Thorough knowledge of the construction, operating principles and hazards of power generation machinery.

- At least seven years of management experience in the operations, maintenance and planning of an electric utility.
- Interpersonal skills necessary to manage the activities of a diverse group of employees, and work productively with all levels of organizational personnel.
- Mental ability to work on projects requiring concentration and attention to detail with frequent disruptions. Frequent simultaneous handling of multiple projects is experienced.
- Physical ability to sit/stand in one position for extended periods of time. Ability to occasionally lift/carry/transport items weighing up to 50 lbs.
- WorkKeys NCRC, Gold Level preferred (Reading – 5; Math – 5; Locating – 5).

Working Conditions:

- Normal office environment with minimum discomfort due to noise, dirt, and dust.
- Work includes periodic exposure to environmental hazards associated with electrical, mechanical and/or power equipment.
- Work includes occasional exposure to adverse weather conditions, fumes, odors, noise, dust, dirt and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties the assigned to or required of this position.