

**POSITION DESCRIPTION  
CITY OF ANDERSON, INDIANA**

**POSITION:** Substation Design Supervisor  
**DEPARTMENT:** Municipal Light and Power  
**DIVISION:** Substation Design  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** SAM

**DATE WRITTEN:** June 1999  
**DATE REVISED:**  
**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Anderson provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodations would cause an undue hardship.

Incumbent serves as Substation Design Supervisor for Municipal Light and Power, responsible for directing and supervising division personnel and operations.

**DUTIES:**

Prepares construction and maintenance work orders, including performance field surveys, drawing maps and sketches, describing projects, giving detailed instructions, estimating project costs and material resources, and maintaining regular communication with station crews and contract crews.

Supervises and directs division personnel, including planning, assigning, monitoring, and coordinating work assignments, providing training as needed, evaluating performance, and ensuring proper completion of tasks and conformance with standards and practices of engineering profession.

Reviews electrical system designs drawings, reports and related documents, detecting errors and omissions, and revising as needed.

Coordinates division activities with other divisions and departments as needed to ensure timely completion of projects, and assists other divisions with special design problems as needed.

Consults with commercial and industrial customers regarding special utility service problems and recommends appropriate solutions.

Monitors division invoicing to ensure proper billing to appropriate division in the department.

Maintains inventory of materials needed for various projects, reviews price quotations and bids, submits requisitions, and/or makes recommendations for purchases to supervisory personnel.

Negotiates settlements with suppliers regarding equipment and material failure, as necessary.

Supervises design installation and maintenance of all network communication, such as fiber optics, SCADA, and related equipment.

Serves as duty supervisor during major system outages, making decisions regarding service restoration and number of work crews needed, coordinating and directing work crews to ensure proper, timely restoration of services, and meeting with news media to provide outage information.

Assists in preparing contracts and related documents for contractual services.

Assists with sales of used substation equipment.

Assists in preparing annual department budget, including preparing division budget recommendations. Assists in preparing department year-end report.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in engineering, preferably electrical engineering, plus a minimum of six years of related experience with increasing responsibility involving electrical transmission, distribution, and supervision, or equivalent combination of education and experience.

Thorough knowledge of substation engineering principles, standard applications and applicable safety policies and procedures, and ability to properly operate standard engineering equipment and tools, and office equipment, including a computer.

Thorough knowledge of and ability to make practical application of relevant local, state, and federal rules and regulations governing department operations.

Ability to supervise and direct division personnel, including planning, assigning, monitoring and coordinating work assignments, providing training as needed, evaluating

performance, and ensuring proper completion of tasks and conformance with professional standards.

Ability to effectively communicate orally and in writing in a courteous and tactful manner with co-workers, contractors, industrial/commercial customers, and equipment vendors, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to follow all City and department personnel policies and rules.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations.

Ability to legally operate a motor vehicle.

## **II. SUPERVISORY FUNCTIONS:**

Incumbent utilizes generally recognized guidelines in accomplishing duties, exercising independent judgment in selecting appropriate approaches or methods to fit specific situations.

## **III. SUPERVISORY ACCOUNTABILITY:**

Incumbent performs under standard professional guidelines and department goals and objectives. Incumbent's work is evaluated for soundness of judgment and accomplishment of objectives.

## **IV. SCOPE OF WORK OPERATIONS:**

Incumbent works with co-workers for purposes of explaining and interpreting policies and resolving complaints, some of which come from customers. Incumbent works with representatives of other departments, public and private agencies, contractors, industrial/commercial customers, and equipment vendors, for purposes of exchanging information and resolving problems and conflicts.

Reports directly to the Superintendent.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties indoors and outdoors involving sitting and walking at will, bending, stooping, climbing ladders, lifting/carrying objects weighing 25-50 pounds, close vision, speaking clearly, hearing sounds/communications, handling/grasping/fingering objects, and exposure to varying weather conditions. Incumbent may be required to operate heavy equipment for which safety precautions must be followed at all times to prevent injury to self and others. Incumbent serves on 24-hour call to respond to emergency situations, such as system outages.

**\*PLEASE SEND RESUMES TO [ECARPENTER@CITYOFANDERSON.COM](mailto:ECARPENTER@CITYOFANDERSON.COM)**