



**City of Milford**  
**Electric Superintendent**  
Pay Grade: G14

---

**Employment Status:** Full- Time

**FLSA Status:** Exempt

**Experience Required:** 10 years of experience as a Line Technician (Lineman) with at least 5 of those years as a Line Technician 1<sup>st</sup> Class and supervisor; NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training. A comparable amount of training and experience may be substituted for the minimum qualifications.

Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy.

**Minimum Education Requirements:** Bachelor's degree in a related field

**Direct Supervisor:** Public Works Director

**Supervisory Responsibility:** Large group of employees

**Primary Work Location:** In/around, and out of the city, with reporting and meetings at the Public Works facility.

---

**Job Summary:** Responsible for direction and supervision of the City's Electric Division, which includes operating and maintaining the City electrical system, trouble calls, installing of new aerial and underground lines, also performing maintain and maintenance of the existing lines. Responsible for installing and maintaining fiber optic system, as well as the operation, maintenance and coordination of the City traffic lights. Operation of the SCADA system for the electric and water system. Responsible for the installing and maintaining of the lighting of the public sport fields, public fairs, Christmas displays and the public work complex. Responsible for supervising staff, establishing long range plans, developing policy and procedures, managing division activities and events, preparing budgets, and evaluating, documenting, and reporting on events and activities to senior management.

---

**Supervision Received:** Work is performed under the general supervision of the Public Works Director.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Oversee and assist in electric distribution design.
- B. Assist in the design of electric rates and rules and regulations.
- C. Develop and implement department policy and programs; overall management.
- D. Work with developers in preconstruction meeting, progress meetings and field issues on site.
- E. Design of electric infrastructure for development.
- F. Design of electric for commercial sites and dealing with field issues.
- G. Design of electric for residential sites.
- H. Assist in putting part lists together and review them for electric designs.
- I. Review the purchasing list for warehouse.
- J. Map and update system map and putting together mapping data to send to the Engineer and reviewing maps that return from the Engineer.
- K. Provide customer service in dealing with customer complaints.
- L. Deal with employee's issues, training, discipline, and payroll.
- M. Plan system improvements.



**City of Milford**  
**Electric Superintendent**  
Pay Grade: G14

---

- N. Install and trouble shoot electric SCADA system.
- O. Install and trouble shoot Water SCADA system.
- P. Availability for emergencies related to electric and weather-related emergencies.
- Q. Consult on building maintenance issues.
- R. Conduct employee evaluations.
- S. Performs related work as required.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Considerable experience in electrical distribution theory and practice
- Understanding of SCADA systems theory and operation
- Occupational hazards and safety precautions of electric distribution systems, public administration, management practices and methods regarding the operation of a municipal utility.

**Skills**

- Communication- communicate effectively and tactfully with fellow employees and the public.
- Time management- able to efficiently and safely complete work in a timely fashion.

**Abilities**

- Prepare plans and detailed reports.
- Operate a PC with a working knowledge of Auto Cad, Excel, and MS Word.
- Observe and enforce safety rules and regulations.



**City of Milford**  
**Electric Superintendent**  
Pay Grade: G14

---

**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

---

Employee:

---

Human Resources Administrator:

---