



TRAVERSE CITY
LIGHT & POWER

JOB POSTING

Traverse City Light & Power

Announcement No. 19-007LP

August 28, 2019

LINE SUPERINTENDENT

Traverse City Light & Power (TCL&P), a municipally owned electric utility in Traverse City, Michigan, is seeking an experienced Line Superintendent. TCL&P has been providing safe and reliable electricity to the residents and businesses of Traverse City, a Northern Michigan community, for over 100 years. The utility serves approximately 12,500 customers within a service area of approximately 20 square miles.

This position directs the construction, operation, repair, replacement and maintenance of service lines, meters, transmission & distribution systems, and substations equipment. Oversees assigned employees; plans and coordinates work schedules, prioritizes projects, and coordinates activities with other utilities.

Experience requirements include 10 years in electrical distribution system construction, operations, repair and maintenance, including supervisory experience as a crew leader. Additionally, must have a Utility Journeyman Lineman card and be able to obtain and maintain a commercial driver's license (CDL) with Class A endorsement.

Salary dependent on qualifications and experience along with a competitive benefits package that includes health, dental and vision insurance, a defined benefit pension plan as well as a 10% employer contribution to a 457 deferred compensation plan.

A detailed job description and additional minimum qualifications can be viewed at <http://www.tclp.org/Page/Careers>. Residency requirement: 20-mile radius from nearest City limit within six (6) months of hire. Please submit resume, cover letter and three professional references to TCL&P Human Resources, 1131 Hastings, Traverse City, MI 49686 or via email to kschroeder@tclp.org by Friday, September 20, 2019. EOE

TRAVERSE CITY LIGHT & POWER JOB DESCRIPTION

LINE SUPERINTENDENT

Supervised By: Operations Manager
Supervises: Transmission and distribution system employees
Status: Exempt

Position Summary:

Under the general supervision of the Operations Manager, directs the construction, operation, repair, replacement and maintenance of service lines, meters, transmission & distribution systems, and substations equipment. Oversees assigned employees; plans and coordinates work schedules, prioritizes projects, and coordinates activities with other utilities.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans and coordinates work required to efficiently repair and maintain electric transmission and distribution systems. Receives and prioritizes work orders, review job sites for readiness and resource requirements; works with scheduler to assign staff, and coordinates work with contractors and other utilities. Perform scheduling activities in the absence of the Scheduler.
2. Obtain necessary permits for construction and provide notifications for working within the road rights of way as needed.
3. Assist in developing preventative maintenance programs and direct work to ensure minimal service disruption. Oversees the work of lineman. Implements maintenance systems for equipment and lines, and monitors work-in-progress. Report on progress of maintenance activities and ensure maintenance targets are being met.
4. Assists with identification and prioritization of system reliability projects in order to reduce customer outages, outage durations, and damage to Company equipment.
5. Directs all line crews during storm restoration activities; identifies and requests storm-related resources. Acts as storm director as required. Responsible for organizing all Mutual Aid activity and identifying available resources for Mutual Aid requests.
6. Recommends and specifies tools and major equipment needed. Approves purchases of equipment and materials following prescribed guidelines. Coordinates tool calibration, testing and repair.
7. Coordinates vehicle maintenance and repair; assists with new vehicle specification.

8. Maintains records and prepares reports related to the operations of the department. Ensures compliance with applicable regulatory requirements within the scope of the department.
9. Oversees the training, supervision and performance of department personnel. Ensures employees are properly trained in operations and safety procedures. Performs the work of a line worker in emergencies or when additional expertise is required to complete a job.
10. Oversees lineworker apprenticeship program; coordinates training, keeps records, reports hours as required, and provides performance reviews.
11. Represents the electric utility at meetings and in communications with engineers, regulatory agencies and consultants. Confers with a variety of internal and external contacts regarding operating and service issues.
12. Makes presentations to the public on job related issues as needed.
13. Keeps abreast of changes in the electric utility industry and applicable regulations through attendance at conferences and meetings, contacts with other professionals, reading literature and participating in professional organizations.
14. Oversees & coordinates Company participation in linemen rodeos as necessary.
15. Fills in for Operations Manager in his or her absence.
16. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ten years' experience in electrical distribution system construction, operations, repair and maintenance, including supervisory experience as a crew leader.
- Utility Lineman Journeyman's card or equivalent.
- State of Michigan Vehicle Operator's License.
- Obtain and maintain a commercial driver's license (CDL) with Class A endorsement.
- Thorough knowledge of the principles and practices of electric distribution and transmission.
- Thorough knowledge of electric system design, repair and maintenance.
- Considerable knowledge of National Electric Safety Codes, OSHA regulations, and other codes and regulations governing power transmission and distribution.

- Skill in coordinating, assigning and supervising the work of skilled utility workers.
- Skill in utilizing a variety of electrical testing, repair and control devices.
- Ability to plan and implement preventive maintenance programs.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, contractors, other public utility professionals, administrators, regulators, customers and the public.
- Ability to prioritize work and to work effectively in emergencies, and during non-standard business hours.
- Ability to use basic office equipment such as telephones calculator, photocopier, fax, personal computer and software applications including word processing, spreadsheet and database.
- In addition to the above-mentioned requirements, this position requires the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instruction; and be physically and mentally able to perform the essential duties of their position. Regular, consistent and predictable attendance is also required.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee is frequently required to reach with hands and arms. The employee must be able to sit, squat, stoop or kneel. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move materials of moderate to heavy weight. The employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly drives a motor vehicle between work sites. The employee may work near moving mechanical equipment and the potential threat of electric shock as well as outside weather conditions. The noise level in the work environment varies from quiet to loud.

During power outages, particularly with storms, work hours may be extended.

Travel may be required for conferences, training and events.