Jurisdictional Class: Competitive
Adopted: October 3, 2002
Revised: October 15, 2026

# ELECTRIC SUPERINTENDENT

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative and managerial position requiring engineering and executive ability of a high order. The Electric Superintendent establishes programs and detailed procedures in accordance with established policies. Work is performed under the supervision of the Manager or Mayor with leeway allowed for the exercise of independent judgment. Direct supervision is exercised over the activities of the line worker personnel. General supervision is exercised over meter, engineering, plant, vehicle maintenance divisions, and other subordinate staff as designated. The incumbent monitors the performance of the facility and recommends improvements. The incumbent is required to be on standby duty and respond to system emergencies, which may require hands-on work when necessary. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the operations of transmission and distribution substations and other utility facilities;
Supervises the maintenance of power transmission and distribution lines, service lines, traffic signal systems, street lighting system, underground electrical systems and associated system plant and equipment;
Supervises the accurate recording of power consumption in public facilities and meter testing and makes recommendations for electrical efficiencies;
Supervises electric system studies and makes recommendations to the Manager or Mayor on future electric system improvement requirements;
Supervises layout of substations, transmission and distribution lines, traffic signal, and street lighting systems;
Recommends and purchases materials and supplies for the operation and maintenance of the electrical system and prepares bid specifications for material and supplies;
Recommends vehicle and equipment purchase requirements and prepares bid specifications for them;
Supervises the preparation of plans, cost estimates, and specifications for all new construction connected with the substations, transmission and distribution lines, traffic signal, and street lighting systems;
Oversees all new construction and installation or removal of equipment within the system;
Provides information and prepares reports to the New York Public Service Commission, federal agencies and other regulatory bodies as required;
Recommends and conducts studies on power generation and distribution and transmission costs;
Contacts and confers with consumers, contractors, engineers, inspectors, and other municipal departments relating to power requirement for future development, electrical system problems, and other related matters;
Supervises and oversees the line worker personnel, and subordinate staff as designated;

**FULL PERFORMANCE, KNOWLEDGE, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of administrative and managerial procedures and techniques;
Thorough knowledge of the methods involved in the initiation, planning, development, and operation of public electric utility programs;
Thorough knowledge of safety procedures and requirements as they relate to operations of overhead and underground electric transmission and distribution systems;

Thorough knowledge of the NESC and OSHA requirements as they relate to the electric utility;
Electric Superintendent

Good knowledge of computer systems and computer software programs;
Good knowledge of environmental rules and regulations as they relate to the electric utility;
Ability to coordinate complex and diverse phases of a public electric utility;
Ability to obtain cooperation from outside organizations and agencies;
Ability to develop a good working relationship with others;
Ability to lead, direct and supervise technical procedures, processes, and techniques;
Ability to lead, direct and supervise activities of a practical engineering research and investigation program;
Ability to express oneself in a clear and concise manner on technical subjects;
Ability to maintain calmness and coolness during emergencies;
Ability to communicate and interact with others in a tactful and positive manner;
Initiative and resourcefulness in the solution of complex engineering and operational problems;
Sound judgment especially during emergencies.

**MINIMUM QUALIFICATIONS:** Either:

**(a)** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering, Engineering Technology, Electrical Technology, Power Systems Technology, Construction Management, Business Administration, Management, or a closely related field, and four (4) years of experience in electric utility operations, two (2) years of which shall have been in a supervisory or management capacity; **or**

**(b)** Graduation from a regionally accredited or New York State registered college or university with an associate's degree in engineering, Engineering Technology, Electrical Technology, Power Systems Technology, or a closely related technical field, and six (6) years of experience in electric utility operations, two (2) years of which shall have been in a supervisory or management capacity; **or**

(a) An equivalent combination of training and experience as defined by the lines of (a) and (b) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a New York State Class "D" Driver's license at time of application; possession within six (6) months of appointment.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.