

# UTILITY SUPERINTENDENT – ELECTRIC DISTRIBUTION

Utilities | Electric Distribution



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Utility Superintendent – Electric Distribution is responsible for oversight and management of all aspects of electric utility transmission and distribution systems, including substations, power lines, and revenue metering.

### JOB OVERVIEW

#### PAY TYPE

Exempt (Salaried)

#### SCHEDULE

Monday to Friday

#### LOCATION

Houma Service Complex

#### REPORTS TO

Utilities Director

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

Indoor and outdoor in potentially hazardous environments, requiring strict adherence to safety protocols

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana Driver's License

In this role, the incumbent ensures that all operations, maintenance, and construction activities adhere to company policies, safety regulations, and operational priorities.

The Utility Superintendent – Electric Distribution will also manage personnel, budgets, asset inspections, and maintenance records.

The position requires a high degree of availability to support system operations, especially during emergency situations.

## JOB DUTIES

- Respond to emails and phone calls promptly, addressing inquiries, concerns, and requests in a timely and professional manner.
- Ensure that all assigned jobs are performed properly, safely, and efficiently, monitoring work quality and adherence to safety protocols.
- Lead daily safety meetings, ensuring employees are informed of potential hazards and are following proper safety practices.
- Review and approve contractor invoices for accuracy and compliance with contract terms.
- Manage emergency repairs and major outages, coordinating resources and personnel to restore service quickly and safely.
- Coordinate and oversee substation inspections and streetlight inspections, ensuring adherence to operational standards.
- Coordinate the evaluation of electric distribution employees to ensure tasks are performed safely and efficiently, providing feedback and guidance, as necessary.
- Conduct regular reviews of work orders, ensuring that completed orders are accurate and properly documented.
- Submit weekly department updates to the Utilities Director, providing progress reports, addressing challenges, and outlining priorities.
- Participate in project meetings, contributing updates and collaborating with other teams to ensure successful project execution.
- Attend and actively participate in weekly staff meetings, providing guidance and ensuring alignment across teams.
- Monitor warehouse inventory and address low stock levels by ordering necessary materials.
- Review and audit completed work orders, following up on outstanding orders to ensure timely resolution.
- Complete root cause analysis for outages, identifying the underlying issues and implementing corrective actions to prevent recurrence.
- Review maintenance logs quarterly to determine if equipment needs scheduled maintenance or repair and prioritize accordingly.

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## JOB DUTIES CONTINUED

- Manage department issues, ensuring that operational concerns are addressed and resolved promptly.
- Assign work orders to personnel, ensuring proper distribution of tasks and optimal use of resources.
- Meet with customers on-site to discuss projects, ensuring customer satisfaction and addressing concerns.
- Prepare the Electric Distribution budget, ensuring resource allocation aligns with operational and capital needs.
- Review and recommend capital projects to improve the electric distribution system, supporting long-term strategic goals.
- Coordinate annual line inspections, ensuring that all transmission and distribution lines are inspected and repaired.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to effectively manage a team, ensure safety compliance, and guide personnel through daily operations, emergencies, and project execution.
- **Budgeting:** Ability to prepare, track, and control department expenditures, ensuring efficient use of resources while meeting operational and capital needs.
- **Time Management:** Ability to prioritize tasks, meet deadlines, and ensure that both routine and emergency operations are handled promptly and efficiently.
- **Analytical Skills:** Ability to analyze complex data, evaluate operational alternatives, and make sound decisions under pressure is critical for maintaining system reliability and resolving issues.
- **Communication Skills:** Excellent verbal and written communication skills are essential for preparing reports, delivering presentations, interacting with stakeholders, and effectively coordinating with internal and external teams.
- **Organizational Skills:** Strong organizational skills are vital for managing multiple projects, tracking work orders, maintaining detailed records, and ensuring the smooth operation of daily and long-term tasks.
- **Technical Skills:** A deep technical understanding of electric distribution systems, including transmission, substations, and power lines, is essential for making informed decisions and overseeing system maintenance and improvements. Proficiency in MS Office Suite and basic computer skills.
- **Qualifications:**
  - High School Diploma or GED Certificate.
  - Minimum of six (6) years of experience in electric utility transmission and distribution systems, with a focus on operations, construction, and maintenance.

