

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Electric Distribution Superintendent
JOB CODE: 634
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: Utilities/ Electrical Distribution
SUPERVISOR: Deputy Utility Manager Electrical Distribution

Position Summary:

Under limited supervision of the Deputy Utility Manager Electrical Distribution, schedules, coordinates, supervises and supports the operation, maintenance and safety of the electric distribution system. Supervises the electric distribution crews involved in the installation, emergency restoration, maintenance and repair operations of the electric distribution system and associated facilities. Maintain confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Supervises personnel, including recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Manages daily operations of electric distribution, including establishing work priorities, which involves the organization of personnel, equipment and materials to complete maintenance and construction projects, and assists in resolving problems related to the day-to-day operations.
- Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Performs public relations and customer service duties.
- Assists in developing budgets, evaluates the need for and recommends additional equipment, resources and personnel. Reviews and controls expenditures in accordance with approved budget; monitors work of contractors/vendors; reviews material and labor costs, maintains all invoices.
- Tracks and submits reports showing inventory, material requirements, job costing, labor data, equipment and material uses, system improvements and replacement projections.
- Develop or review switching procedures and lead restoration efforts during outages.
- Schedules work requests. Assures equipment and materials are available and adequate to accomplish work using equipment and material standards furnished by engineering department.
- Researches and establishes contacts, oversees the work of contractors to assure quality and timeliness of work; verifies accuracy of invoices and approves for payment; determines training needs.
- Oversees removal, draining and preparation of transformers or oil for shipment in compliance with EPA standards; draws testing samples for PCB/hazardous material in transformers and capacitors. Keeps records and reports in compliance with EPA rules and regulations.
- Assists in the planning, development, and expansion of the electric distribution system.
- Gathers data and maintains records of all outages and monitors progress of the annual maintenance program.

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- Assists with keeping electric distribution system maps current and updated.
- Supervises customer load metering procedures according to engineering staff.
- Reviews, recommends and implements work methods to improve efficiency.
- Maintains inventory and necessary rotation of all insulated rubber goods used by electric distribution employees.
- Conducts system inspection.
- Coordinates safety training programs with the Risk Office and conducts safety classes and assures that work is performed in a safe manner and in compliance with all established policies and procedures.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Maintains confidentiality of all privileged information.
- Contributes to team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Associate's degree from an accredited college or university in Electrical Engineering or related field, or equivalent combination of education and related work experience.
- Five years of experience in the maintenance and repair of electric distribution systems,
- Four years of supervisory experience in electric distribution systems.
- Must possess or have the ability to obtain within the first 30 days of employment a valid New Mexico CDL-B driver's license.
- Must possess and maintain New Mexico Journey Lineman Certificate from an industry recognized program or a NM EL-1J license.
- Successful completion of the pre-employment physical exam prior to commencing work.
- Successful completion and maintenance of First Aid and defensive driving courses with six months of employment.
- Successful completion of mandatory drug screening and subsequent random drug and alcohol screenings.
- Must be a US citizen and must be able to obtain an un-cleared Department of Energy (DOE) badge for access to Los Alamos National Laboratory.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Electrical Engineering, business management, or related field.
- Technical Education Certificate from an accredited school in related field.
- Experience with SCADA and computer work/asset management systems.
- Familiarity with DOE, NNSA rules and procedures as utilized at Los Alamos National Laboratory.
- Familiarity with Electric Codes.

Knowledge, Skills, and Abilities:

- Knowledge of contracts and grants preparation and management.
- Knowledge of supervisory principles and practices.
- Knowledge of electric overhead and underground distribution system applications.
- Knowledge of EPA, NESC, OSHA, and minimum electrical compliance.
- Knowledge of electric distribution system operations, emergency restoration and electric circuit laws.
- Knowledge of Utilities Rules and Regulations and Utility Construction Standards.

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- Knowledge of occupational hazards and of safety precautions related to the electrical system.
- Knowledge of electrical testing equipment, including equipment utilized for fault locating, safe maintenance/operation procedures for the electric distribution system.
- Knowledge of electric metering and its applications.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, financial systems, and presentation software (such as PowerPoint).
- Employee development and performance management skills.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and employees.
- Ability to carry out instructions provided in verbal or written format.
- Ability to communicate effectively, both verbally and in writing.
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to gather data, compile information, and prepare reports.
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise.
- Ability to safely operate and train others in the safe operation of division's equipment and tools.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit, walk and stand; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk and climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks which requires following basic safety precautions. Travel extended on-site response to emergencies, and work outside of normal business hours may be required.

This position is covered under the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Driver's License Regulations, covering random, post-accident, pre-hire, and return to duty testing

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Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 09/08/2025

Revised: 11/01/2008, 09/09/2025