

Line Superintendent



Wage or Salary:

\$120-140k DOE, Competitive Pay and Benefits

About the Line worker Superintendent Position

Mason County PUD No. 1 is seeking a qualified, dynamic leader to manage our electrical operations crews. Mason PUD 1 is located in Potlatch, Washington and serves power customers along the beautiful Hood Canal from Skokomish Valley to Walker Mountain in Jefferson County.

The Line Superintendent is responsible for the supervision of all electrical operations crews, providing reliable and safe power to Mason County PUD No. 1 customers through proactive electrical system, well planned and executed operations and maintenance programs, and effective leadership and teambuilding for the electric operations department. As a member of the management team, the Line Superintendent is responsible for emphasizing the importance of providing both value to our customers, and a safe and respectful work environment for our employees. Manage, coordinate and schedule electrical operations personnel in a manner that ensures maximum continuity of service, efficient operation of the District's system and economical use of personnel, equipment, vehicles and materials.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** With the assistance of the Director of Business Services, Water Resource Manager and contracted safety consultant, administer the Safety and Training program for the District's electrical, water, administration departments and ensure all employees maintain the training and equipment necessary for safe performance of their duties.
- Monitor work to improve productivity, outage response, and service. Ensure timely maintenance of all PUD facilities.
- Receive all after hours calls from CRC, MACECOM, JEFFCOM and other emergency responders and dispatch crews accordingly.
- Plan, organize, communicate, coordinate, coach, and supervise electrical operations, construction and/or maintenance work as assigned, for effective and efficient performance while controlling overtime costs.
- Ensure compliance with EPA hazardous substance regulations, OSHA and WSHA safety regulations, and all other local, state, and federal regulatory requirements.
- Administrate the union contract and participate on the contract negotiation team. Participate in labor management meetings.
- Thoroughly investigate and document all violations of company policy, regulatory non-compliance, and all other misconduct. Apply disciplinary action where appropriate.
- Assist the General Manager and Engineering Manager to develop, recommend, and administer annual budgetary requirements for the Electric Department. Review total system budget with the management team to modify or revise departmental budgets.

- Plan, develop, and recommend to the Engineering Manager and management team work plans and annual overall goals to be accomplished by the Electrical Department in fulfillment of its objectives.
- Participate in the strategic planning and long-range planning for operations and facilities.
- Schedule daily work, assign and evaluate personnel; assist the GM and Engineering Manager to determine need for contractual assistance.
- Respond to customer questions and/or complaints regarding activities and responsibilities to the public, when appropriate. Serve as spokesperson for the District where appropriate.
- Administrate the apprenticeship program for the department. Actively participate on the Apprenticeship Committee in whatever office is required.
- Responsibility includes final oversight regarding the investigation and follow-up for all incidents and accidents and that recommendations are implemented.
- Keep the General Manager well informed and seek advice and counsel on special problems.
- Make recommendations on the functions and activities and policies of the operations and engineering of the District to develop the organizational structure necessary to fulfill the system's objectives.
- Assist the Engineering Manager in the development of the annual budgetary process for the District.
- Maintain a thorough knowledge of Mason County PUD 1's substations, transmission and distribution (overhead and underground) system.
- Maintain and operate all distribution and transmission lines and substations in good, orderly and operative condition. Delegate and supervise the maintenance of all distribution and transmission lines and substations.
- Responsible for maintaining and executing the District's inspection plan for substations, power lines, and system equipment. Perform or delegate the inspection of all electrical equipment per the plan guidelines and keep records of inspections and maintenance.
- Develop and maintain operating procedures and practices, including those essential for switching, energizing, tracking, and scheduling of outages with appropriate notices to affected consumers.
- Work with the Engineering Manger to prepare the annual work plans, including the plans, specifications and cost estimates on new transmission and distribution lines and the relocation of old lines.
- Coordinate sharing of employees, equipment and resources with the water superintendent and water manager.
- Evaluate line outage conditions and recommend changes for improvements
- Recommend spares for substation equipment such as substation and/or mobile transformers, regulators, and reclosers/breakers.
- Conduct performance evaluations, counseling and prescribe corrective action when necessary to resolve performance, conduct and attendance problems of employees. Make recommendations for progressive discipline to Human Resources and the General Manager when appropriate.
- Develop with Human Resources training programs for personnel assigned and determine that all personnel under direction are thoroughly trained in accordance with the qualifications and requirements of their positions.
- Hold regular meetings with operations personnel to communicate objectives, concerns, ideas.
- Must be able to handle confidential information and material.
- Responsible with the Engineering Manager for the development and execution of electric Construction Work Plan (CWP) (either in-house or coordinate with a consulting firm) with its provisions for new services, upgrades, changes, replacements and other distribution and transmission projects that are anticipated on a three or four year basis.

- Provide other departments with technical information as required, including assisting with the training of the Electrical Engineering Technician and subsequent jobbing and staking and system design in the field.
- Keep well-informed regarding trends and new development in system operations, procedures, and equipment and determine if improvements can be made
- Keep current on all policies, procedures, rates, rules, and regulations of the District that would have a direct affect on duties and responsibilities for this position. Recommend any changes that will improve the District's ability to better serve.
- Participate in educational activities, workshops, and other programs to improve skills and abilities, as directed by the General Manager.
- Assist staff with problems beyond their control and make necessary decisions.
- Perform emergency lineman/foreman duties for which the superintendent is qualified when regular personnel are not available.
- Serve as operations coordinator during major emergency outage situations.
- Verify and approve all timesheets for employees under supervision. Coordinate all vacations and monitor unscheduled PTO/sick leave of personnel under supervision.
- Perform any other duties or activities that may be assigned or directed by the General Manager.

Supervisory Relationship:

This is a supervisory role for the positions of: line foremen/crews, meter readers, purchasing agent, and after hours call center.

Position Type and Expected Hours of Work

This is a full-time, overtime exempt position, and typical work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with regular night and weekend calls for outages.

Travel

Ability to travel to different difference facilities is required. Occasional travel to training seminars and / or conferences.

Education and/or Experience:

- A high school education or equivalent.
- Experience and/or training in supervisory skills of union represented employees is necessary.
- Hands-on experience in electrical operations work required.
- Five years' experience as a Journeyman Lineworker preferred
- Experience as a Line Forman preferred

Certificates, Licenses, or Registrations:

- Valid Washington State Driver's License with a safe driving record. Class A CDL preferred.
- Valid First Aid/CPR Card.

Skills & Knowledge:

- **Knowledge and experience in construction, maintenance, and operations of electric utility systems is required.**
- Ability to manage a department with skill in supervising and motivating employees.

- Ability to assist with the preparation of the operating budgets.
- Knowledge in substation, industrial, commercial and residential metering.
- Solid interpersonal and communication skills (verbal and written) and ability to be an effective member of a management team is required.
- Ability to manage the construction of overhead and underground distribution lines.
- Thorough knowledge of electric transmission, transformation, and distribution systems in substations, line construction, metering and stores.
- Knowledge of local, state, and federal laws/regulations impacting areas of responsibility.
- Demonstrated ability to direct various complex functions; supervise, communicate, and work effectively with all levels in the organization, outside agencies, consultants, and the public.
- Knowledge of PUD policies and procedures and working practice of those policies, particularly the service rules and regulations.
- Ability to learn how to use Microsoft Office suite of programs including, but not limited to Word, Excel, Outlook and PowerPoint.
- Ability to learn how to use NISC software to generate reports, approve payroll and payables, and view mapping program.

Physical Demands/Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual office conditions with ability to exert up to twenty (20) pounds on a regular basis, as well as performing such activities as fine finger manipulation, grasping, lifting, reaching, crouching, and repetitive tasks. Individual must be able to traverse all types of terrain, climbing over limbs and debris. Individual may be exposed to conditions and hazards from obstacles, heights, and open trenches associated with construction sites. Work may be performed in proximity to electrical high voltage lines and equipment. The incumbent frequently uses a cellular phone, and two-way radio. This position generally involves District contact at hours other than normal business hours.

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.



About Mason County PUD No. 1

Mason PUD 1 is the oldest operating PUD in Washington State. With 25 employees and just over 8,300 electric, water, and wastewater meters, it is also one of the smallest and most efficient utilities in the state, winning numerous industry awards for safety, communications, and operational excellence.

The PUD owns and operates 73 water systems throughout Mason County, serving 2,940 water customers; owns one community sewer system, serving 18 customers; and 5,412 electric customers along the Hood Canal.

For more information, please visit our website at www.mason-pud1.org or our social media pages: <https://twitter.com/MasonCountyPUD1> and <https://www.facebook.com/MasonPUD1>.

SNAPSHOTS FROM MASON PUD 1's SERVICE TERRITORY



PLEASANT HARBOR MARINA, BRINNON, WA



HAMMA HAMMA BRIDGE on US HWY 101, LILLIWAUP, WA



VIEW OF HOOD CANAL AND THE OLYMPIC MOUNTAINS from UNION, WA



TRANSMISSION LINE ACROSS THE TIDEFLATS on HWY 106 to UNION, WA



BPA AND MASON PUD 1 TRANSMISSION LINES, SKOKOMISH VALLEY, WA



DRIVING BY THE ELK IN BRINNON, WA