

The Town of Ashland is seeking an Electric Superintendent for the Ashland electric department. Ashland is a picturesque rural community near the geographical center of New Hampshire nestled within the Lakes Region and on the southern edge of the White Mountain Forest. The residential and resort community is bordered on the west by the Pemigewasset River and on the east by Little Squam Lake.

JOB DESCRIPTION

Under the direction and supervision of the Town Manager, the Electric Superintendent is responsible for all day-to-day operations of the Ashland Electric Department, including planning, organizing and directing electric department employees and line work activities. The Electric Superintendent is also in charge of planning and executing municipal capital construction projects for the electric department. This position is also responsible for ensuring the safety of line crews and general public, prioritizing assignments and scheduling work in a manner that maximizes productivity, all while cross-training line workers. The Superintendent must maintain a close working relationship with the Town Manager, Board of Selectmen, residents/ratepayers, and others affected directly or indirectly by the electric department. The Superintendent is responsible for providing a safe, reliable electric service to Ashland residents and businesses at all times. Work is generally performed both in an office setting and outdoors in various weather conditions, near moving mechanical parts, and/or in precarious places and is occasionally exposed to wet or humid conditions, airborne particles, and to high voltage. The Electric Superintendent may also be scheduled "on-call" and is required to maintain prompt response-time and regular staffing of the electric department.

RESPONSIBILITIES

- Provide management and leadership for the electric department by developing, implementing, managing, and reviewing objectives, policies, procedures, and work standards for the department.
- Assigns, supervises, inspects and evaluates the work of line workers with respect to the installation and maintenance of the electrical distribution system.
- Directs the preparation of design specifications, cost estimates, and inspections of electric utilities; analyzes and recommends utility rates based on the needs of the department.
- Plans and directs the operation and maintenance of designated fleet and facilities/buildings, including responsibility for replacement of equipment and management of improvements/upgrades.
- Determines staffing needs and assists with coordinating recruiting efforts for department.
- Prepares detailed budget recommendations (for review and approval by the Town Manager, Board of Selectmen, and Budget Committee) that accurately reflects the anticipated costs for the electric department's activities and anticipated projects.
- Directs capital improvement projects and monitors contractors' and sub-contractors' performance. Obtains quotes, bids and requisitions to procure services from the best vendor for plant equipment, materials, supplies, and services.
- Direct hiring, training, and professional development of staff; work with employees, management and unions to correct deficiencies. Revise and maintain a health and safety

program that includes frequent training, regular inspections, and timely documentation and remediation of unsafe conditions and unsafe acts.

- Supervise staff in the performance of the following technical tasks: monthly meter readings, delivering shutoff notices to customers, performing shutoff services, reconnect services, installing new services, and replacing existing services.
- Repair electrical power cables and auxiliary equipment for primary and secondary power lines.
- Operate or drive vehicles or mechanized equipment as necessary
- Work on energized lines to avoid interruption of service. Hang or set and install electric equipment and meters and connect service drops between power line and consumer.
- Connect, terminate and splice underground and overhead cables as required.
- Replace and straighten poles and attach cross-arms, insulators, and auxiliary equipment.
- Troubleshoot, trace and repair problems such as low voltages, blinking lights, faults, and any other power problems.

COMPETENCIES/SKILLS

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

Education and Experience

- High school diploma or equivalent. Associate degree in engineering or related electrical field preferred.
- Certification as a Journeyman Lineman
- Five years of experience with the design, operation, construction and maintenance practices within electric utilities in the areas of generation, transmission, substations and distribution.
- A minimum of five-ten years of experience associated with electric utilities.
- A minimum of three-five years supervisory experience preferred.
- Any equivalent combination of education and experience.

Knowledge

- Know and understand engineering principles as they apply to the safe and efficient operation of electrical generation and distribution systems.
- Knowledge of and ability to comply with applicable safety rules and regulations.
- Understand and comply with all Ashland Electric Department's operating practices and Town policies.
- Knowledge of the Ashland Electric Department's geographical service area and distribution circuit configuration.
- Understand Ashland Electric Department's construction specifications.
- Able to read and interpret working plans and construction plans.
- Familiarity with the National Electric Safety Code.
- Knowledge of and ability to repair and install transformers, switches, conduits, and switchgear.

- Knowledge of operation and use of standard electric utility motorized vehicles and equipment, and common hand and power tools.
- Familiarity and knowledge of electric substation.

Abilities and Skills

- Able to plan and implement safe and efficient work procedures.
- Able to operate computers, utilize Microsoft Office Suite, and general office equipment.
- Able to evaluate distribution system performance by applying generally accepted engineering methods or software.
- Able to communicate effectively with strong written and verbal communication skills
- Able to function effectively during adverse or inclement weather conditions.

Applicants must, at minimum, possess a valid New Hampshire Class B Commercial Driver's License (CDL).

This is a full-time, benefitted position with a salary range of \$89,900-\$120,000 depending on qualifications.

Qualified applicants should submit their letter of interest and resume to Katherine Davis, Human Resources Director, at: Town of Ashland, 20 Highland Street, P.O. Box 517, Ashland, NH 03217 or via email: finance@ashland.nh.gov. Applications will be accepted until the position is filled with an initial cutoff date of April 9, 2021. Ashland is an equal opportunity employer.