City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Electrical Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>UELS</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<tr>
<td>Date Revised:</td>
<td>10 Nov 2021</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for supervision of all Electrical Maintenance at the Public Works Utility Divisions in compliance with City, State, and Federal Electrical regulations.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Supervises, trains, evaluates, plans, assigns, schedules and participates with Utility Electrical Group maintenance activities in a manner which complies with City, State and Federal guidelines.
- Installs, troubleshoots, repairs, modifies and performs preventative maintenance on all electrical units, controls, components, and related wiring with adherence to all safety regulations.
- Assists in supervision of emergency operations.
- Establishes and participates in employee technical and safety training programs.
- Performs work requiring extensive knowledge of electrical schematics, including electronic theory and principles. Creates and updates supporting schematics, procedures and documentation.
- Assists staff in troubleshooting programmable logic controllers, SCADA systems, and plant power systems and directs preventative and emergency maintenance of these systems.
- Evaluates, purchases, installs and sets up new equipment, modifies existing equipment. Inspects, cleans and repairs electrical motors, controls, and equipment. Assists in maintaining an inventory of electrical components.
- Prepares electrical maintenance budgets for the Utility Electrical group.
- Makes technical presentations to various groups.

**Supervisory Responsibilities**

Manages Utility electricians and Industrial and Electronic Control Technicians in the performance of their duties. Carries out Supervisory responsibilities in accordance with current Rapid City Policies and Procedures.

**Qualifications:**

*Education and/or Experience:*

Associate's degree or equivalent from two-year college or technical school; six years related experience and/or training in preparing for electronics technology or electrical wiring, to include five years’ experience in electronic/electrical repair of a utility type facility.

Ability to read and comprehend blueprints, schematics and drawings, handbooks, specifications, equipment manuals, parts lists and other written materials.
Demonstrated knowledge of Allen Bradley systems, VFD’s, PLCs hardware & software, AC/DC circuits, 4-20ma circuits and 480v MCCs.
Good troubleshooting skills, ability to diagnose and complete repairs in emergencies.
Ability to take direction as well as be self-motivated and work alone under high pressure situations.
Ability to collaborate with different groups and functions to ensure a safe and reliable workplace.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must possess a South Dakota Electrical Contractor’s license or obtain one within 30 days of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; risk of radiation and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; reach with hands and arms and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.