



## HUMAN RESOURCES DEPARTMENT

City of Burlington  
131 Church Street, Burlington, VT 05401

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### DISTRIBUTION SUPERINTENDENT BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE:** August 26, 2010

**DEADLINE TO APPLY:** Open

**RATE OF PAY:** \$46,931/yr - \$76,935/yr doe

**CLASSIFICATION GRADE:** NS6

**Union:** Non-union

**EXEMPT/NON-EXEMPT:** EXEMPT

**POSITION STATUS:** REGULAR FT

This position is responsible for providing high quality leadership, motivation and direction to the employees of the Distribution area. This position is also responsible for playing a key role in establishing and implementing strategies, plans and policies in the Distribution area.

#### ESSENTIAL FUNCTIONS:

- Supervise, schedule and direct the activities of the Distribution area.
- Oversee the installation, maintenance and repair of the distribution system.
- Ensure that distribution projects conform to standards and codes.
- Supervise, direct and assist in the restoration of system outages.
- Maintain a detailed familiarity with BED's distribution system.
- Assist in the preparation and reconciliation of the Distribution area's budget.
- Plan, design and implement distribution system improvements.
- Oversee distribution projects to ensure they are adequately managed in terms of labor, materials, schedules, and costs.
- Coordinate distribution projects with other groups at BED.
- Oversee distribution projects to ensure they comply with the National Electric Code, National Electric Safety Code, applicable VOSHA regulations, BED standards and safety rules, and project specifications.
- Close out work orders after final job inspection.
- Ensure that employees reporting to him/her follow BED safety rules, adhere to the collective bargaining agreement and applicable personnel policies.
- Conduct performance reviews and develop training opportunities for distribution personnel.
- Prepare detailed distribution work orders.
- Oversee the ROW/Line Extension function
- Oversee the street light and leased light maintenance programs.
- Assist in the development of BED construction standards.
- Participate in the development of equipment specifications.
- Prepare cost estimates for distribution construction projects.
- Provide a safe working environment for Distribution personnel.
- Assist in the investigation and resolution of customer complaints regarding the distribution system.
- Conduct thorough accident investigations for incidents in the Distribution area.
- Perform other duties as required.

#### MINIMUM QUALIFICATIONS:

- Associate's degree in electrical engineering or related discipline, with a minimum of five years experience in the construction, maintenance, and repair and operations of electric utility distribution systems, with a minimum of three years in a supervisory role required.
- Must be able to work as part of a team.
- Must possess a working knowledge of the NESC, NEC, BED standards and safety rules.
- Must possess strong written and verbal communication skills and an ability to interact with coworkers and the public.
- Advanced experience with personal computers and associated software required.
- Must have demonstrated abilities in effective leadership, communication and creation of environments in which employees feel supported, motivated and highly productive.
- Must possess and maintain First Aid and CPR certification or have the ability to obtain certification within three months of date hired.
- Ability to obtain and maintain a valid State of Vermont Class B Commercial Driver's License within six months of date hired.
- Must wear safety equipment, including, but not limited to; high voltage rubber gloves, safety glasses, hard hat, hearing protection and safety harness.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability in employment or the provision of services. Submit CITY OF BURLINGTON APPLICATION, resume and cover letter to : Human Resources Department, 131 Church Street, Burlington, VT 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or **865-7142 (TTY)** or visit us at

[www.hrjobs.ci.burlington.vt.us](http://www.hrjobs.ci.burlington.vt.us)

**WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.  
EOE.**