



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

JOB POSTING

SUBJECT TO A DEPARTMENTAL PROMOTIONAL EXAMINATION

Posting Date: February 25, 2021

TITLE: ASSISTANT SUPERINTENDENT OF ELECTRIC DISTRIBUTION (SAFETY/SUPPORT)
DIVISION: DISTRIBUTION
SALARY: GRADE E14 (\$95,093-\$118,343)
SHIFT: EXEMPT POSITION
CIVIL SERVICE CLASSIFICATION: OFFICIAL SERVICE

DUTIES: Serve as PMLP Safety Compliance Officer under the direction of the Superintendent of Electric Distribution, and may directly report on safety related matters to Administration and/or Human Resources.

Responsible to be familiar with and enforce throughout the company all federal, state and local safety rules, standards and policies including the APPA Safety Manual. Responsible for monitoring all Federal, State and local regulations affecting CDL drivers, and ensure that PMLP is in compliance. Responsible to review, update, maintain and distribute PMLP Safety Manuals to all PMLP employees and maintain all associated records of receipt by those employees. Responsible to develop and administer all safety training programs throughout the company.

Responsible to work with PMLP Safety Committee and to recommend modifications, additions and deletions of Safety Policies and Procedures to Manager and Safety Committee.

Responsible for planning, designing, coordinating, scheduling, and supervising divisional support activities. Supervise non-exempt employees, direct and coordinate contractors, and administer construction and maintenance contracts.

Administer, assist in preparation, review, and approve job orders produced by the Engineering Division. Schedule, assign and monitor work to ensure that projects meet all standards and engineering requirements, and are completed in a safe, timely, efficient, and productive manner.

Assist the Superintendent of Electric Distribution in planning and administration of the division budget and action plans. Review and process weekly time cards, attesting to overtime, absences, planned leave, etc., and maintain payroll records.

Responsible for ensuring that safety rules and standards in the collective bargaining agreement and company policies are maintained and enforced and that all division personnel comply with same. Administer appropriate levels of coaching and discipline as may be required.

Responsible for directing and coordinating all tree trimming and tree clearing activities including directing and coordinating line clearing contractors.

Responsible for the maintenance and general condition of all company vehicles and equipment and all associated record keeping. Maintain schedule and record of maintenance required and completed for all company vehicles. Evaluate and recommend company vehicle and equipment replacements. Lead and motivate and supervise non-exempt mechanical repair personnel.

Responsible for maintaining all safety and technical training programs for personnel in the Division.

Prepare bidding specification sheets, evaluate material and labor bids, and make presentations and recommendations to Manager and Commissioners, as directed. Complete necessary records, reports or forms required by management.

Together with the Environmental Coordinator, oversee handling, storage, clean up, and disposal of hazardous or toxic substances.

May, as directed, supervise line construction, system operations and switching, meter reading and installation, or any other function normally performed within the Distribution Division. In absence of Superintendent or Asst. Superintendent of Electric Distribution, assume selected responsibilities of those positions as directed.

Operate high voltage circuit breakers and switches as required.

In conjunction with the Business Division, assist as needed with the maintenance and security of all PMLP property, both at the main building and all remote sites. Responsible for the maintenance and security of the garage, the vehicle maintenance area and all areas where Division employees normally perform their duties. Responsible to direct and coordinate all snow removal on all PMLP property.

May perform actual hands-on functions, such as maintenance, construction, and meter installation work as required.

Serve on call twenty-four (24) hours a day to address emergency situations involving all distribution, transmission, and metering facilities. During unusual conditions, may be required to perform emergency repair, maintenance, or construction work.

Perform other leadership, supervisory or administrative functions as directed.

QUALIFICATIONS:

Experience as a Safety Supervisor preferred, as well as safety-related certifications such as the National Safety Council's Advanced Safety Certificate and Certified Utility Safety Professionals.

Extensive knowledge of Electrical Overhead, Underground and Substation practices and procedures required with familiarity of Gas Turbine Generators preferred. Minimum of five (5) years experience working on electric utility distribution systems with experience working on energized primary distribution circuits preferred.

Knowledgeable in Federal and State safety regulations such as OSHA, DOT, NFPA Standard 70E and Massachusetts Department of Public Safety as they pertain to the electric utility.

Must possess or be able to acquire and maintain a valid Class B Massachusetts Commercial Drivers License, a Massachusetts Hoisting License Grade 1B/3A, and pass a D.O.T. medical examination within six (6) months of hiring date.

Must have computer skills and be proficient with Internet, Microsoft Office programs or similar applications. Experience with industry-specific applications preferred.

Please submit letter and resume to John Maihos at jmaihos@pmlp.com.

Last Date for Applying: Tuesday, March 9, 2021.



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

E14

95,092.86

102,713.11

110,527.44

118,342.79
