



# Peabody Municipal Light Plant

Warren Street Extension | Peabody, Massachusetts 01960 | Telephone: 978.531.5975 FAX: 978.531.5476

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## JOB POSTING SUBJECT TO A DEPARTMENTAL PROMOTIONAL OR OPEN COMPETITIVE EXAMINATION

**TITLE:**

ASSISTANT SUPERINTENDENT OF ELECTRIC DISTRIBUTION (SAFETY/SUPPORT)

**DIVISION:**

DISTRIBUTION

**SALARY:**

GRADE E14 (\$72,136 - \$89,773)

**SHIFT:**

EXEMPT POSITION

**CIVIL SERVICE CLASSIFICATION:**

OFFICIAL SERVICE

**DUTIES:** Under the direction of the Superintendent of Electric Distribution. May directly report on safety related matters to Administration.

Serve as PMLP Safety Compliance Officer. Responsible to be familiar with all federal, state and local safety rules, standards and policies including the APPA Safety Manual. Responsible to enforce all federal, state and local safety rules, standards, and policies throughout the company. Responsible for monitoring all Federal, State and local regulations affecting CDL drivers and assure 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 for the Division. Supervise non-exempt employees, direct and coordinate contractors, and administer construction and maintenance contracts.

Administer, review, and approve job orders produced by the Engineering Division. Assist the Engineering Division in the preparation of job orders. 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., maintain payroll records

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

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

In absence of Superintendent of Electric Distribution, assume selected responsibilities of that position as directed.

In the absence of an Assistant Superintendent of Electric Distribution, assume selected duties of that position as directed.

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. Supervise mechanical repair personnel.

Responsible for maintaining all technical and supervisory 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.

Coordinate and supervise 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.

Operate high voltage circuit breakers and switches as required.

Responsible for the maintenance and security of PMLP property surrounding the main service building and all PMLP remote locations. Responsible for the maintenance and security of the garage, the vehicle maintenance area and all other main service building 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 supervisory or administrative functions as directed.

**QUALIFICATIONS:**

Previous experience as a Safety Supervisor preferred.

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.

Knowledge 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.

Safety related training programs and certifications such as the National Safety Council's Advanced Safety Certificate preferred.

Must possess or be able to acquire and maintain a valid Class B Massachusetts Commercial Drivers License, within six (6) months of hiring date.

PEABODY MUNICIPAL LIGHT PLANT  
WILLIAM F. WALTERS, MANAGER