



WILLMAR MUNICIPAL UTILITIES

"Willmar Municipal Utilities will provide safe, reliable & quality utility services at competitive rates for their customers."

June 11, 2021

Line Distribution Supervisor

Salary Range \$89,065 - \$111,342

Willmar Municipal Utilities (WMU) is searching for a Line Distribution Supervisor. WMU is a municipal utility located two (2) hours west of Minneapolis/St Paul in Kandiyohi County, which anchors the beautiful Glacial Lakes region in West Central Minnesota. Willmar has twenty thousand (20,000) residents, and is a regional hub for employment, shopping, and entertainment. Located near many clear beautiful lakes, trails and parks, the Willmar area provides a high quality of life for all to enjoy.

WMU owns and operates its transmission and distribution systems, including 7 substations, approximately 228 miles of overhead and 198 miles of underground distribution that delivers electricity to over 9000 meters.

The Line Distribution Supervisor position requires excellent communication skills to perform a variety of supervisory, professional, administrative, and technical tasks which involve all aspects of the operation and maintenance of the transmission and distribution system for the utility. The Line Distribution Supervisor reports directly to the General Manager and supervises the Line Distribution and Meter Departments.

Minimum Qualifications:

Graduate from an accredited four-year college or university with a degree in Electrical Engineering or closely related field pertinent to the operation, and five or more years of progressive experience including at least three years of supervisory and administrative duties;
or a graduate from an accredited lineman school, possess a Minnesota Journeyman's License, and have fifteen years of experience as a Journeyman, with five or more years of supervisory, management and administrative experience.

Apply:

All applicants are required to submit an application, cover letter and resume by mail to Human Resources Manager, Willmar Municipal Utilities, PO Box 937, Willmar, MN 56201 or email to humanresources@wmu.willmar.mn.us.

For more information and application, visit www.wmu.willmar.mn.us or email questions to humanresources@wmu.willmar.mn.us.

Application Deadline: 3:00 p.m. July 23, 2021

Posted 6/11/2021



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EMAIL: wmu@wmu.willmar.mn.us
VISIT US AT: www.wmu.willmar.mn.us



Line Distribution Supervisor

Willmar Municipal Utilities

Position Title: Line Distribution Supervisor

Department: Electrical Department

Immediate Supervisor: General Manager

FLSA Status: Exempt

Purpose

Under the direction of the General Manager, performs a variety of supervisory, professional and administrative work. Manages the operational, maintenance, metering and construction activities of the overhead and underground electrical distribution and transmission systems, capital improvement development, capital and operational budget development, and responds to emergencies.

Organizational Relationships

Supervises: Line Distribution Department and Meter Department, corresponds with electrical utility customers, consultants, contractors and equipment vendors, professional associations, internal department supervisors and staff and city staff as required.

Essential Duties & Responsibilities

- Provide guidance to the Line Foreman in the supervision and scheduling of personnel in the construction, operation and maintenance of the electrical system
- Provide guidance and direct supervision to the AMI Technician
- In coordination with the utility's Engineering Department, provides design assistance in all aspects of the electrical system to include but not limited to circuit design, distribution & transmission switching operations, staking, etc.
- Reviews construction plans, contacts owner or architect to provide information regarding local construction and requirements in relation to WMU Operation Policy
- Oversees substation maintenance
- Oversees the restoration of electrical service during storms or other outages
- Works with Facilities and Maintenance to ensure proper inventory
- Prepares budgets, work orders, tracks actual costs against budget allotments, assign account numbers to payables and labor, and prepares year-end reports.
- Communicates with developer or owner to determine needs and timetables
- Coordinates service with new residential & commercial customers
- Prepares operational plans and schedules
- In consultation with engineer, analyzes technical questions and provides guidance to management and subordinate employees
- Develops public information and responds to customer complaints as required
- Performs all other duties as assigned by the General Manager or as apparent

Required Knowledge and Abilities

- All aspects of distribution and transmission system design and operations
- Ability to understand the National Electric Safety Code, IEEE Standards, OSHA Standards, state and federal safety rules and procedures, APPA Safety Manual, and FMCSA regulations
- Skilled in using equipment for transmission and distribution projects.
- Understand the REA Design Guide for Rural Substations
- Excellent communication skills for internal and external communications
- Analyze and interpret data to make sound judgments
- Organize, plan, prioritize and implement both short and long-term goals
- Operate computers and software programs applicable to the department
- Manage the distribution system through SCADA programs
- Manage the meter system through RNI programs
- Compliance with all WMU's policies including drug and alcohol substance abuse policy
- Certification in CPR and First Aid
- Minnesota Class A Driver's License with air brake endorsement

Qualifications

Education and Experience Licenses Required

Graduate from an accredited four year college or university with a degree in Electrical Engineering or closely related field pertinent to the operation; and five or more years of experience including at least three years of supervisory and administrative; or

Graduate from an accredited lineman school, possesses a Minnesota Journeyman's License; and 15 years of experience as a journeyman, with 5 or more years of supervisory, management and administrative experience.

Working Conditions

Work is performed in an office environment as well as outdoors and may involve exposure to energized power lines.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

Dated: _____

Employee