



EMPLOYMENT OPENING

Macon Municipal Utilities
has an opening for a full-time
Electric Distribution System Supervisor

Supervises the maintenance, repair, and construction activities of the 12.5 KV electric distribution system and in joint effort in the 69/12.5 KV transmission/distribution substations. Responsible for oversight of assigned lineworkers. Provides planning and budgeting support for the system and oversees crew safety and all facets of system activity. Works closely with the generation and electric system operations supervisor in joint management efforts of the electric system. Provides daily crew oversight and support as needed in planning and execution of responsibilities. Successful applicant must meet residency requirements, certified as a Journey Lineworker, pass a drug and alcohol test, background check and physical. Valid driver's license required. Compensation will be negotiable based on qualifications and experience and includes a full benefits package. Interested applicants may obtain an employment application and job description at the business office, located at 106 W. Bourke, Macon, Missouri or at www.maconutilities.com. Applications will be accepted until 5:00 pm on Wednesday, November 24, 2021.

Macon Municipal Utilities is an equal opportunity employer and promotes a drug free environment.



**POSITION OPENING
ELECTRIC DISTRIBUTION SYSTEM SUPERVISOR**

DEPARTMENT:	Electric Distribution	EXPECTED STARTING PAY:
REPORTS TO:	Assistant to General Manager	Based on experience and qualifications
PREPARED BY:	Macon Municipal Utilities	APPLICATIONS DUE:
UPDATED:	November 2021	November 24, 2021 by 5:00 pm

Summary

Supervises the maintenance, repair, and construction activities of the 12.5 KV electric distribution system and in joint effort in the 69/12.5 KV transmission/distribution substations. Responsible for oversight of assigned lineworkers. Provides planning and budgeting support for the system and oversees crew safety and all facets of system activity. Works closely with the generation and electric system operations supervisor in joint management efforts of the electric system. Provides daily crew oversight and support as needed in planning and execution of responsibilities.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following (other duties and responsibilities may be assigned):

- Provide daily crew oversight, job site observations, assure proper safety and work practices, time management, consultation and assistance.
- Plans and coordinates routine construction, reconstruction, and maintenance projects by reviewing blueprints, schematics, and practical data; inspects the transmission and distribution systems; estimates electrical loads and performs electrical load calculations; estimates manpower, material, and equipment requirements.
- Reviews work orders, prioritizes work, and assigns daily work activities.
- Prepares and maintains administrative records (timesheets, vacation time, sick leave, etc.).
- Monitors and inspects the work of subordinates, contract tree trimmers, and electrical/construction contractors to ensure compliance with Federal, State, and local government regulations, rules, and policies.
- Prepares yearly budget, monitors budget, and requests approval for expenditures.
- Confers with administrative and technical personnel, contractors, and other departments to coordinate departmental activities.
- Maintain adequate inventories of transformers, poles, wire, etc.. in the event of an emergency and for construction.
- Coordinates Employee Safety Program and dielectric testing.
- Evaluates employee performance and recommends employee compensation changes.
- Must wear and utilize all Personal Protective Equipment requirements such as flame retardant wear, harnesses, and other PPE as required.
- Routinely works with contractors and external entities.
- Resolve customer inquiries, complaints, and concerns.

Supervisory Responsibilities

Directly supervises all lineworkers as assigned. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising employee performance; recommending employee compensation changes; rewarding and disciplining employees; addressing complaints and inquiries; and resolving problems.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required for this employment position.

Education/Experience

Journeyman lineworker and or equivalent combination of education and experience, with prior management skills.

Certification/Licensure

Journey lineworker accredited
Class A Commercial Driver's License
Missouri Driver's License
CPR/First Aid Training

Knowledge of

- Electrical theory and principals.
- Power generation, transmission, and distribution principles and practices.
- Federal, State, and Municipal codes, laws, regulations, rules, and laws related to power generation, transmission, and distribution.
- Emergency management procedures.
- Safety standards and procedures utilized in the electrical power industry.
- National electrical safety code.

Skill in

- Using computers.
- Using metering and instrumentation.
- Using electrical and electronic measurement equipment.
- Communicating routine information, technical information, and ideas to coworkers, supervisors, or other personnel in oral and written form.
- Supervising and directing the work of others.
- Troubleshooting to diagnose system and equipment malfunctions.
- Interpreting blueprints and schematics.
- Drafting/mapping.
- Operation and maintenance of heavy equipment and mowing equipment.

Ability to

- Read and comprehend basic work instructions written in standard business English.
- Read and comprehend technical manuals, testing procedures, and other technical materials.
- Calculate figures and amounts, such as cost estimates, budget figures, system voltage, and power factors; apply concepts of higher level algebra and geometry.

- Deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving abilities).
- Organize and plan daily work activities, short-term projects, and long-term projects.
- See things clearly that are within arm's reach (near visual acuity).
- See things clearly that are beyond arm's reach (far visual acuity).
- See colors (color vision).
- Hear.
- Smell.
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination).
- Manipulate objects using the fingers and hands (finger and hand dexterity).
- Lift and carry objects weighing up to 100 pounds.
- Push, pull, or move objects weighing up to 100 pounds.
- Walk and climb.
- Stoop, bend, twist, and kneel.

Work Environment

The characteristics listed herein described the work environment the employee encounters while performing the essential functions of this employment position. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. While performing the duties of this employment position, the employee:

- Works out-of-doors subject to all weather conditions.
- Is occasionally exposed to air contamination of dust, fumes, or exhaust.
- Is occasionally exposed to a dirty work environment.
- Is frequently exposed to risk of electric shock.
- Is occasionally required to work in awkward or confining areas.
- Is exposed to a moderately noisy to loud environment.
- Routinely works heights up to 75 feet.

**This application must be
in your own handwriting.**

**City of Macon and
Macon Municipal Utilities**

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Personal Information

Name _____
Last First Middle
(City of Macon verifies employment eligibility with the Department of Homeland Security)
Phone Number _____ E-Mail address _____
Present Address _____
Street City State Zip
How long have you lived at the above address? _____
For Reference Purposes – If you have ever
Used another name, state name and dates _____

Employment Desired

In making this application for employment, I understand that this particular application is for the below listed position only, and may be considered active for six months.
Position _____ Date you can start _____ Salary desired _____
Have you received and read the job duty description related to the position for which you are applying?
 yes no
Have you ever been employed by us? yes no
If yes, when and where? _____
Are you employed now? yes no
Are you available for work... Full-time Part-time Nights Overtime Temporary
If Part-time, specify times you can work. _____
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? yes no (*proof of citizenship or immigration status will be required upon employment*)

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
Did you receive a high school diploma? yes no --or-- GED? yes no
Name of high school _____ City & State _____

List your college, business, trade, correspondence, or other courses below:

Name of school	From Year	To Year	Major subject or course of study	List degree certificate of completion of course

List machines or equipment you can operate _____

List any special skills and/or qualifications acquired from employment, education, or other experiences

Have you been convicted of or pled guilty to any federal, state, or municipal criminal offense? yes no
(include all TRAFFIC VIOLATIONS in the past five years for which you have paid fines)

If yes, describe in full below (*will not necessarily exclude you from consideration*). _____

List any friends or relatives working for us, and give their relationship to you.

What kind of work are you unwilling to perform? _____

Do you possess a valid Driver's License? yes no

Driver's License No.	State	Class	Endorsements	Expiration Date

Are you willing to undergo an Examination and Drug Screening by City Physician? yes no

Employment Experience _____

Start with your present or last job. Include military service assignment and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Date Month & Year	Company Name, Address and Phone No.	Salary	Position	Reason for Leaving	Supervisor's Name
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					

May we contact the employers listed above? ____ If not, indicate which one(s) you do not wish contacted.

References _____

Give names address and phone number of three persons not related to you and are not previous employers

1. _____
2. _____
3. _____

Certificate of Applicant

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statement of material facts shall be considered sufficient cause for dismissal.

It is my understanding that if given employment I will be on probation for a period of 6 months from the date I report for work. I hereby authorize the companies or persons named in this application to furnish any information regarding me or my employment, whether or not it is in the records, personal or otherwise, thereby releasing said companies or persons from all liability for damages whatsoever for issuing this information. Inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. Any examining doctors, hospitals (public, private, state and including the United States Veterans Administration), may give the City of Macon any information or data as the result of any examinations made.

I understand that if I am employed by the City of Macon I will be an employee at will, my employment, regardless of the manner or duration of my compensation, will be for no definite term, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, for any reason, at the option of the City of Macon or by my own choosing. I understand that no representative of the City of Macon has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If I am employed, I agree to comply with and be bound by the safety and other rules, regulations, and practices (written or implied) of the City of Macon. I understand and agree with the City's drug and alcohol free workplace and that my employment with the City is contingent upon drug free and alcohol free test results.

My signature authorizes the City of Macon to review my previous employment, personal references, driving and criminal records, and/or other background data as it may relate to the position(s) for which I am applying or have been hired.

_____ Date

_____ Signature of Applicant

The City of Macon is an Equal Employment Opportunity Employer. In compliance with the provisions of Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, Executive Order 11141, Age Discrimination of Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and the Americans with Disabilities Act, it is the policy of the City/Utilities to promote and ensure equal employment opportunity for all persons without regard to race, creed, color, marital status, national origin, religion, sex, age, handicap, political affiliation, ancestry, or other protected class.

APPLICANT DO NOT WRITE BELOW THIS LINE

Date offered _____ Decision Date _____

Special Probation Conditions _____

Hired yes no

Date reporting for work _____

Position _____ Salary _____

Physical Exam Scheduled _____ Completed _____

Signature