



## *Heartland Values, Flowing Opportunities*

Employment Opportunity – Join the City of Napoleon

---

### **Assistant Electric Superintendent**

The City of Napoleon is currently accepting applications for the position of Assistant Electric Superintendent. This position's primary duties consist of office or non-manual work that is directly related to the management and supervision of the City's electrical distribution department. The Assistant Electric Superintendent is responsible for oversight of the daily activities of the Electric Division of the Public Utilities Department, incumbent function as Electric Superintendent in their absence. This is a full-time position with a pay rate of \$31.25 to \$42.26 per hour depending on certifications and experience. Applicant must maintain a valid State of Ohio CDL. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio, 43545 or at [www.napoleonohio.com](http://www.napoleonohio.com). A completed application must be returned by 4:00 p.m. on January 10th, 2025, to be considered. The City of Napoleon is an Equal Opportunity Employer.

Learn more about this job opportunity, complete job description and application by visiting [www.napoleonohio.com](http://www.napoleonohio.com).

**Contact City of Napoleon's HR Director with questions at  
(419) 592-4010 or [broof@napoleonohio.com](mailto:broof@napoleonohio.com)**

City of Napoleon is an Equal Opportunity Employer

## City of NAPOLEON

### Assistant Electric Superintendent

**DEPARTMENT:** Electric  
**REPORTS TO:** Electric Superintendent  
**FLSA STATUS:** Salaried (Exempt)  
**CIVIL SERVICE:** Classified (Non-Competitive)  
**UNION:** Non-Bargaining  
**APPROVED BY:** James Andres Small, City Manager  
**APPROVAL DATE:** December 30, 2024

#### SUMMARY

Primary duties consist of office or non-manual work that is directly related to the management and supervision of the City's electrical distribution department; and that requires the exercise of discretion and independent judgment. The Assistant Electric Distribution Superintendent is responsible for oversight of the daily activities of the Electric Division of the Public Utilities Department, incumbent function as Electric Superintendent in their absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as required.

- Customarily and regularly directs the work of approximately twenty employees. Regularly exercises discretionary powers; handles complaints and grievances and disciplines when required; provides for safety of employees under his/her direction and to the property; establishes work rules.
- Controls the flow and distribution of materials or merchandise and supplies within the electrical department, subject to budgetary constraints.
- Administers and directs operations of the Electric Department, including maintenance, inspection and construction of electrical infrastructure.
- Coordinates and develops electrical power supply plan for City long and short range.
- Interfaces with Board of Public Affairs and Electrical Committee of Council in coordination with City Manager and attends meeting when required.
- Must serve on various boards as assigned and travel when required.
- Develops electric utility work programs, policies and procedures, and schedules power requirements for forecast results.
- Coordinates electric engineering, purchasing and other activities with other City departments involving matters of mutual interest.
- Coordinates design of new electrical installations such as overhead lines, underground lines and transformer banks.
- Responsible for preparing specifications for electrical equipment and materials.
- Responsible for preparation of layout for streetlights in new subdivisions and causes investigation related to the need for streetlights in other areas.
- Causes investigations of voltage complaints and directs needed corrections.
- Directs the reading of utility meters.
- Causes investigations related to high bill complaints and categorization.
- Causes investigations of incidents related to vandalism, tampering and danger to department facilities and equipment.
- Maintains working relationships with trade and professional groups, customers, and public and community agencies.
- Cooperates and assists the City Manager in formulating overall policies and programs for the administration of the Electric Department.

- Causes to be developed and recommends long and short-range plans for expansion of the electric system.
- Causes to be made electric rate studies and service reports of electric utilities and makes decisions and recommendations.
- Causes to be prepared and submitted proposed budget for department to City Manager.
- Confers frequently with the City Manager on administrative problems, cost estimates, budget and a variety of related problems.
- Causes to be prepared and filed reports required by State and Federal agencies.

The Electric Distribution Superintendent's suggestions and recommendation as to hiring, firing, advancement, promotion or any other change of status of subordinate employees is given particular weight by the City Manager.

### **QUALIFICATIONS**

- Comprehensive and broad knowledge of modern principles of administration and management of a municipal electric utility.
- Ability to plan and coordinate the many functions and activities of a municipal electric utility.
- Skills in the planning, engineering and designing of electric system components.

### **EDUCATION and/or EXPERIENCE**

- Two-year college degree or equivalent; five to seven years of relevant experience; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

### **LANGUAGE SKILLS**

- Must be fluent in both written and spoken English.

### **REASONING ABILITY**

- Must demonstrate character traits that would not be detrimental to the successful performance of the position.
- Not to have any felony or theft convictions or dismissal from public service.
- Ability to establish and maintain effective working relationships with employees, other City officials and the general public, good professional judgment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess and maintain a valid Ohio Driver's License.
- CDL – B License

### **PHYSICAL DEMANDS**

- Must be able to lift up to twenty (20) lbs.

### **WORK ENVIRONMENT**

This job must be performed on-site or within and outside corporate limits.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.