



City of *NAPOLÉON*, Ohio

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Napoleon, Ohio 43545-0151

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Web Page: www.napoleonohio.com

Mayor

Joseph Bialorucki

Members of Council

J. Ross Durham-President

Brittany Schwab-President Pro-Tem

David Cordes

Tom Weaver

Jordan McBride

Meredith Wolff

Victor Gaucin

City Manager

Lori L. Siclair

Finance Director

Kevin L. Garringer

Law Director

Dave Busick

ELECTRIC DISTRIBUTION SUPERINTENDENT

The City of Napoleon is seeking qualified applicants for the position of Electric Distribution Superintendent. This position is responsible for planning, organizing, coordinating, directing and controlling all functions of the City's electric department. The Electric Distribution Superintendent is also responsible for providing and maintaining adequate, dependable and economical electric service to the city and for keeping the distribution system in good working order.

A bachelor's degree in Electrical Engineering is preferred. Extensive experience in electric utility operation and the planning, engineering, and designing of electric system components is required, along with supervisory experience. Applicant must possess a valid State of Ohio Driver's License.

This is a full-time position with a salary ranging from \$120,814.72 - \$146,260.14, based on qualifications and experience. Additional benefits include paid holidays, eligibility for health benefits, paid time off, as well as participation in the Ohio Public Employees Retirement System (OPERS).

Application forms are available at the City of Napoleon Administration Building, 255 W. Riverview, Napoleon and at **www.napoleonohio.com**. Applications will be accepted until 4:00 p.m. on Friday, July 31, 2026. Submit completed applications and resumes to:

Emily Meyer, Human Resources Director
c/o City of Napoleon
P.O. Box 151
Napoleon, OH 43545

Or emailed to: emeyer@napoleonohio.com

The City of Napoleon is an Equal Opportunity Employer.

City of NAPOLEON

Electric Distribution Superintendent

DEPARTMENT: Electric
REPORTS TO: City Manager
FLSA STATUS: Salaried (Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: Non-Bargaining
APPROVED BY: Monica Irelan, City Manager
APPROVAL DATE: June 9, 2016

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 Electric Distribution Superintendent is responsible for planning, organizing, coordinating, directing and controlling all functions of the City's Electric Department. The Electrical Distribution Superintendent is also responsible for providing and maintaining adequate, dependable and economical electric service to the City and for keeping the distribution system in good repair.

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 discipline 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 to have prepared specifications for electrical equipment and materials.
- Responsible for preparation of layout for street lights in new subdivisions and causes investigation related to the need for street lights 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 catorization.
- 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.
- Skill in the planning, engineering and designing of electric system components.

EDUCATION and/or EXPERIENCE

- Extensive experience in electric utility operation, including considerable supervisory responsibility preferably graduation from a college or university of recognized standing with major course work in electrical engineering; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

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.

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.