

HIGH VOLTAGE DISTRIBUTION SUPERVISOR

Competency Profile

Description of Work:

Positions in this class are responsible for the overall management of electrical distribution systems. Positions in this class direct, manage, supervise and coordinate facilities, services, activities and operations including staff and operations supervision; analyze and interpret rules and regulations; develop and implement processes, policies, and procedures; ensure compliance with applicable rules, regulations, contracts, processes, policies, procedures, codes and licenses; manage budgets, reports and training programs; implement long range and strategic plans; evaluate and manage current projects and determine future project needs; and prepare emergency action and contingency plans.

Role Descriptions by Competency Level		
Contributing	Journey	Advanced
<p>Positions at this level prioritize critical and non-critical projects or operations. Employees plan and perform the administration of multiple activities/functions, operations and projects. Responsible for defining objectives, priorities and deadlines, and overall outcome and safety. Assess and recommend projects, plans, and changes. Ensure compliance with regulations, codes. Responsible for evaluation of staff activity and personnel functions.</p>	<p>Positions at this level plan and perform the administration of multiple, complex operations activities/functions. Responsible for defining objectives, priorities and deadlines, and overall outcome and safety of the unit. Serve as a specialist or expert resource. Assess and develop projects, plans, and changes. Ensure compliance with regulations, codes. Resolves project issues, perform budget management and may develop budgets.</p>	<p>Positions at this level responsible for operations of complex and large electrical distribution systems. Employees administer and/or authorize expenditures and obligations. Develop processes, long range and strategic plans, and participate in planning organization wide. Develop and assess projects, and implement plans based on assessment. Accountable for the overall outcome of the unit. Accountable for compliance with regulations, codes, and health and safety rules and regulations.</p>

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

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Competency	Definition
Knowledge - Technical	Demonstrates a designated level of technical skill or knowledge in a specific technical area(s) and keeps up with current developments and trends in areas of expertise.
Operations Management	Provides oversight for all activities to include quality assurance and safety; coordinates and manages facilities, equipment, supplies and related resources; monitors environmental risks, if any and quality control; establishes tasks and activities associated with an intended outcome and timeline; ensures actions are performed and/or implemented to achieve results.
Safety and Health Compliance	Demonstrates an understanding of applicable policies and procedures, and maintains conditions that ensure a healthy and safe working environment.

Knowledge - Technical:

Demonstrates a designated level of technical skill or knowledge in a specific technical area(s) and keeps up with current developments and trends in areas of expertise.

Contributing	Journey	Advanced
1. Applies considerable knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s).	1. Applies thorough knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s).	1. Applies in-depth knowledge of operation, design, repair, construction, installation, maintenance principles, techniques, procedures and safety precautions of the applicable system(s).
2. Applies considerable knowledge of operation, design and maintenance procedures of applicable equipment.	2. Applies thorough knowledge of operation, design and maintenance procedures of applicable equipment.	2. Applies in-depth knowledge of operation, design and maintenance procedures of applicable equipment.
3. Knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.	3. Considerable Knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.	3. Through knowledge of design techniques, tools, and principles of technical plans, blueprints, drawings, and models.

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Contributing	Journey	Advanced
1. Ability to direct, plan, supervise and manage a unit. Monitors budget and schedule. Develops and implements work schedules.	1. Ability to direct, plan, supervise and manage a complex unit involving multiple operations and projects. Monitors budget. Develops and resolves schedule issues.	1. Ability to direct multiple, large and/or complex systems involving various operations and projects. Develops and implements budget.
2. The ability to analyze and develop processes, policies, and procedures for a single unit or a single component complex system.	2. Thorough knowledge of and the ability to analyze and develop processes, policies, and procedures related to facility services operations.	2. In-depth knowledge of and the ability to analyze, develop, and implement processes, policies, and procedures related to facility services operations.
3. Identifies and may resolve or make recommendations for standard problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure.	3. Identifies and may resolve or make recommendations for non-standard/more complex problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure.	3. Identifies resolves and make recommendations for non-standard/more complex problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure. Troubleshoots and evaluates options; chooses appropriate action by considering potential outcomes; implement/lead corrective action.
4. Ability to perform supervisory and training activities; recruits staff that meet required competencies; works with employees to identify training needs and recommends developmental activities; including employee safety, selection and development of employees, employee counseling and motivation and salary administration.	4. Identifies, evaluates and implements improved work practices and processes and evaluates performance.	4. Provides leadership, direction and performance management.
5. Applies knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.	5. Applies considerable knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.	5. Applies thorough knowledge of all applicable codes and methods of installation, operation, construction, maintenance and repair of applicable equipment and tool.

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Safety and Health Compliance:

Demonstrates an understanding of applicable policies and procedures, and maintains conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
1. Follows industry or specific guidelines, particularly as they relate to safety, health and environmental practices and regulations.	1. Identifies and informs supervisor of potential safety problems and hazards. Ensures detailed operational and safety procedures are followed and compliance with regulatory agencies/standards.	1. Independently responsible for the safe and efficient management and operation of the most complex utility plants.
2. Ensures detailed operational and safety procedures are followed and compliance with regulatory agencies/standards.	2. Applies applicable regulations, codes to enhance work unit processes and procedures.	2. Anticipates safety issues and takes proactive steps to maximize safe operations and measure the effectiveness of action.
3. Uses appropriate protective equipment following established protocols. Follows appropriate post-emergency procedures.	3. Determines appropriate protective equipment based on established standards.	3. Determines appropriate protective equipment based on established standards. Regularly assesses site and shop operations for safety.

Recommended Minimum Training Guideline: Graduation from high school, 4 years of experience in high voltage distribution operations, including one year of supervisory experience; or an equivalent combination of experience, training, and education.

Special Note: Maintains required certifications.

Special Notes: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class but may not be applicable to all positions.