***SACRAMENTO MUNICIPAL UTILITY DISTRICT***

***POSITION DESCRIPTION***

***POSITION TITLE:*** ***COST CENTER:*** ***POSITION NO.:***

Distribution Line Design SUPVR 881 50140182

***ORGUNIT:*** ***REP CODE:*** ***JOB CODE:*** ***WC CODE***

DS Supervision PAS 50140181 8810

***POSITION PURPOSE:***

Provide leadership, management and accountability for distribution line design to ensure safe, efficient, cost effective and high quality electric services for SMUD customers.

***REPORTS TO:*** Manager, Line Design

***NATURE AND SCOPE:***

Supervise, direct, plan, organize, and document design activities for SMUD’s electric distribution system assets including repair, modification, additions, planning and overseeing customer requests to ensure a technically sound and cost effective design and construction program that provides high workforce productivity and work quality. Manages personnel including contracts and contractors as assigned; performs performance management, discipline, evaluations, selection, training, motivating and mentoring.

***ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS:***

1. Supervises, plans, and coordinates work activities, including assigning work crews, preparing and issuing work packages for completion of distribution line work including repair, modifications, and additions; prepares technical documents, effectively manages work through use of SMUD computer and software systems; provides detailed work instructions to address defined problems and related work scope.   
  
2. Ensure the safety of SMUD employees, contractor staff, and customers through adherence to established SMUD policies and goals.   
  
3. Oversees, schedules, and coordinates distribution design work by assessing SMUD personnel resources and workload requirements; identifies need for staff augmentation, and contractor support to complete required work; verifies material and equipment availability and access; develops alternative approaches to work, including providing guidance to designers; creates, verifies, and issues work orders; issues contracts to external contractors as needed.   
  
4. Conduct reviews, perform post-job audits to identify performance variances and to insure that work performed was done as planned, and develop improvements.   
  
5. Develop and maintain working relationships with internal clients, including managers, supervisors, project managers and others, and with developers, customers, outside agencies and local governments to minimize risk and protect SMUD, optimize efficiency, improve relationships, and achieve the objectives.   
  
6. Manages customer expectation including contracts and contractors as assigned; performs performance management, discipline, evaluation, selection, training, motivating, mentoring, and development of non-represented and represented personnel, as assigned; provides staff training and mentoring; promotes staff safety and a safe work environment; participates in selecting and orienting new personnel; evaluates work performance results; responsible for leading teams to accomplish objectives.   
  
7. Manage customer expectations by providing realistic feedback and communication to the customer on work in progress.   
  
8. Represent SMUD on governmental, industry and professional organizations and committees pertinent to the work processes assigned.

***MINIMUM QUALIFICATIONS:***

***KNOWLEDGE OF:***

Principles and practices of electric distribution and customer service design, construction, maintenance and operations, Federal, State, codes, and regulations; SMUD rates rules and regulations; principles of best practice customer service; metrics and unit costing principles; principles of supervision; OSE MOU, SDPs, special agreements; contracting principles including proposal development, negotiations; principles and practices for taking disciplinary action and conducting investigation; project management principles; budget development and administration.

***SKILL TO:***

Provide leadership and effective supervision of a work group; translate measurements into effective performance measurements and accountabilities associated with specific work and individuals; communicate with upper management a clear understanding of the status of the work alternative scenarios and investment strategies; conduct benefit and risk; develop and motivate employees working in a team environment; resolve operational and personnel conflicts when they occur; measure, diagnose, and design work process changes and make a business case for the change; represent SMUD in a technical and professional manner; handle customer complaints to a successful conclusion; readily adapt to changing situations; express ideas effectively both in writing and oral communications; be an effective member of the SMUD leadership team.

***EDUCATION and EXPERIENCE:***

***Education:*** High School diploma or equivalency.

***Experience:*** Ten (10) or more years of progressively responsible work experience in design, construction, modification, maintenance or operation of electric distribution systems. Five (5) years in a supervisory or lead role.

***LICENSES OR CERTIFICATIONS:***

Valid California driver’s license