



Village of Watkins Glen

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303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Openings **Supervisor of Village Electric Department**

Village of Watkins Glen

LAST DATE TO FILE: January 30, 2019 by 4:30pm

SALARY: \$60,000 - \$70,000

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to **Schuyler County Civil Service office**, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one full time opening with the Village of Watkins Glen. This is a non-competitive title, therefore no Civil Service examination is required.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

DISTINGUISHING FEATURES OF THE CLASS: Responsible for overall management and operation of Village Electric Department, including daily operations and long term planning thereof as dictated by the needs of the Village. Responsible to the Village Board. Does related work as required. Responsible for the operation and management of the village electric department. Supervises, directs, manages and coordinates various levels of staff assigned to the electric department.

TYPICAL WORK ACTIVITIES:

May climb poles, by means of hooks, ladders or hydraulic hoists and repairs broken or frayed primary, secondary or service lines;
Responsible for presentation and maintenance of pertinent reports and records necessary for the operation of the electric department;
Responsible for long term planning of daily operations of department as dictated by the need of village;
Responsible for long range power forecasts, meter records, transformer records, pole location records; pole line records sheets;
Responsible for PCB recordkeeping;
Responsible for tool and equipment records;
Maintains projects records and any information involving quotes and bids;
Responsible for planning and assigning work of employee assigned to electric department (which includes engineering work in conjunction with present and future work schedules;
Responsible for writing daily time sheets with work orders for department accounting system;

Responsible for maintenance of department inventory, materials and supplies;
Responsible for preparation and administration of electric department budget;
Responsible for maintenance of motor vehicles used in electric department;
Responsible for control of complete electric system with supervision of employees to maintain power stations, all electric lines (overhead and underground; tree trimming and tree removal.

MINIMUM QUALIFICATIONS: High school degree or GED; minimum of 6 years of experience working with high voltage electric power distribution; minimum of 2 years supervisory experience; must possess a NYS Class B CDL license at time of hire or be willing to obtain within six months of hire and maintain throughout employment.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: January 16, 2019