**MINNKOTA POWER COOPERATIVE**

**JOB DESCRIPTION**

Job Title: Superintendent/Planner Department: Power Delivery Operations

Supervisor's Title: Senior Manager of Power Delivery Operations Updated: January 2021

**Position Summary**

The Superintendent/Planner will lead and manage departmental field personnel. The Superintendent/Planner supports achievement of the mission of the Power Delivery Operations Department. Monitors individual performance and provides positive performance coaching. Provides leadership and direction for the maintenance, safety, and training programs. Monitors work activity, ensuring it is done in a safe and compliant manner. Identifies and initiates departmental training needs. Prepares, reviews, analyzes, and is responsible for their department budget.

The Superintendent/Planner is responsible for planning and scheduling all routine and proactive maintenance activities and capital projects, optimizing the efficiency and effectiveness of work activities and associated resources, minimizing delays and maximizing productivity. The Superintendent/Planner will work closely with other departments by identifying needs, coordinating resources, planning activities, and supporting a daily schedule for safe work execution.

**Essential Responsibilities**

1. Departmental Supervisory Responsibilities
2. Responsible for supporting their assigned areas’ short- and long-term initiatives
3. Provides support to the development of employees within their assigned area(s)
4. Assists with goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and are in line with the needs and mission of the organization
5. Oversees assigned area(s) and employees for budgeting, expense accounting, and payroll processes
6. Lead and manage maintenance personnel
   1. Monitors individual performance and provide Positive Performance Coaching
   2. Establishes and communicates standards of performance for all department personnel
   3. Directs activities of personnel in accordance with the IBEW Labor Agreement, MARC training guidelines, and NERC standards
   4. Ensure maintenance documentation, procedures, and work activities are developed and maintained to be compliant with applicable NERC standards
   5. Lead and manage personnel under the guidelines and direction of Minnkota’s Business Ethics Statement for Employees and Corporate Policy
   6. Reviews the onsite work practices and operating condition of the equipment
7. Budget Responsibilities
   1. Overall responsibility for managing department budgets, including Operating Budget and Capital Budget. This includes review of operating expenses, providing variance reports, and updating budget predictions.
   2. Contributes to Capital Budget development by identifying and proposing capital projects required to maintain reliability and functional operation of utility systems
   3. Contributes to Capital Budget development by identifying and planning tool replacements and additions.
   4. Contributes to Operating Budget development by planning and tracking maintenance activities, personnel requirements, and other components of Operating Budget development
8. Manages department administrative functions
   1. Conducts staff meetings
   2. Reviews expense reports
   3. Approves material purchases
   4. Maintains accurate documentation of necessary information
   5. Insures all information and records of this department interface with the overall maintenance management system
   6. Contributes to company publications
9. Manages the planning and scheduling of department work
10. Collaborate with PMO to levelize annual work plan and to align work portfolio with coordinated activities of other departments
11. Responsible for developing job plans
12. That provide for safe work completion, environmental compliance, support the overall efficiency and effectiveness of the goals and objectives of the organization.
13. That include detailed tasks, task sequences, parts/ tool requirements, contractor skills, craft requirements, and cost estimates for completing maintenance work in a safe and cost effective manner.
14. Prepare a work package for each job planned containing as required:
15. Detailed work plan- work steps & sequence
16. Bill of Materials
17. Drawings and prints
18. Technical & maintenance procedures/ standards
19. HSSE (Health/ Safety/ Security/ Environment) procedures/ permit requirements
20. Job safety risk and threat analysis/ job safety activities & requirements
21. Identification of specific equipment data to be captured by maintenance
22. Ensure that equipment and tools (including rentals) are identified and utilized in a cost effective manner
23. Coordinate with other departments including engineering (Civil, Electrical, Telecom, Reliability, and Environmental), PMO, warehouse / procurement, and others to ensure that work is planned and executed safely, efficiently, and effectively.
24. Develop and maintain a library of standard job plans that are aligned with and adhere to maintenance standards.
25. Ensure applicable MOC (management of change) processes are utilized
26. Determine and communicate any chronic or reoccurring equipment issues and problems to support system reliability improvement.
27. Communicate and coordinate with maintenance crews and other planners to improving planning quality and effectiveness.
28. Work with Reliability, Maintenance, and Operations individuals to ensure all information is captured on the work order prior to closure
29. Review work backlogs to ensure prioritization within work management standards

**Organizational Competencies**

* Safety
* Integrity
* Teamwork
* Innovation
* Reliability

**Job Competencies**

* Comfort Around Higher Management
* Conflict Management
* Delegation
* Motivating Others
* Peer Relationships

**Goals and Objectives**

An employee filling this role is expected to meet changing and unique goals and objectives, as established by their supervisor, related to the broader area in which the employee is assigned.

**Job Qualification Standards**

Education and Training

Position requires at least a two-year technology degree, trade school for linemen, or equivalent.

Must maintain a valid driver’s license.

Experience

Five years’ experience working in the electric utility business and dealing with generation and transmission assets is preferred. Some progressive supervisory or leadership experience is desirable. They must be familiar with maintenance computer systems.

**Physical and Mental Demands**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this position, the incumbent is primarily required to sit, stand, walk, stoop, bend and frequently utilize a keyboard/computer. Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus.

Mental demands:While performing the duties of this position, the incumbent will be required to problem solve, read, write and analyze data, work under schedules and deadline pressure, present information to others, work independently and use discretion and judgment for confidential or sensitive projects/issues.

Work Environment: While performing the duties of this position, the employee is exposed to an office environment indoors, and will travel outdoors to multiple locations dependent on work.