

## **City of Pocahontas Electric Superintendent**

### **The Community**

The City of Pocahontas, Iowa is located in Northwest Iowa at the junction of Highways 3 & 4. With a population of 1,970, Pocahontas is the largest community in Pocahontas County and serves as the county seat. Quality schools, attractive housing, a healthy economic climate, and many area recreational opportunities in the area make Pocahontas an attractive place to live and work.

Major employers in Pocahontas include:

- BrandFX – manufacturer of fiberglass utility truck bodies
- Pocahontas Area Community School District – grades K-12 are located in Pocahontas. The school serves the communities of Pocahontas, Rolfe, Havelock, and Plover.
- Pocahontas County – county government
- Pocahontas Community Hospital – full service hospital
- Praire Lakes Area Education Agency – provides services to 48 public and 14 private schools in NW Iowa.
- Armstrong Machine Company – remanufactures pumps and related equipment for the oil well drilling industry.

More information about Pocahontas can be found at [www.pocahontasiowa.com](http://www.pocahontasiowa.com).

### **Recreation/Entertainment**

Elbert Park includes the municipal swimming pool with a 186 foot long water slide, diving well, and zero depth entry; tennis and basketball courts; playground area, full service campground, youth soccer and little league fields. The Pocahontas County Conservation Board maintains several parks throughout the county that feature camping and fishing among their activities. Numerous hunting and fishing areas are available within the area. Area lakes include Twin Lakes, Storm Lake, Five Island Lake, and the Okoboji Area. The Pocahontas Golf Club features a nine hole golf course with many other courses within a 1 hour drive of Pocahontas.

Other area entertainment includes the community owned Rialto Theater that shows current run movies and is used for other activities such as community chorus and the Princess City Players. League play for pool and bowling are also available in the community.

### **Education**

Pocahontas Area Community (PAC) School district serves the communities of Pocahontas, Rolfe, Havelock, Plover, and the surrounding rural area. Grades K-12 are

located in Pocahontas. A school based preschool is also available for children as young as 3 year old. Graduates of PAC are eligible for scholarships from the Sinek and Elbert Trusts. These trusts contain nearly \$2 million with the interest used annually for scholarships. Pocahontas Catholic School serves grades K-5. More information about the school system with links to the schools' websites can be found at <http://www.pocahontasiowa.com/education.html>.

## **Health Care**

Pocahontas Community Hospital provides comprehensive health care services. The full-service hospital completed a \$5.5 million renovation and expansion of their facilities in 2006. Services include numerous outpatient clinics, laboratory, radiology, physical therapy, cardiac rehab, home health care, hospice, and emergency room. The community is served by four doctors, two dentists, two optometrists, and one chiropractor. Additional advanced medical services are nearby at Trinity Regional Hospital in Fort Dodge. More information is available at <http://www.pocahontashospital.org>.

## **The Organization**

The Pocahontas Electric Utility is governed by the City Council with a City Administrator overseeing the day-to-day operations of the City. The Electric Superintendent is appointed by the City Administrator, subject to the approval of the City Council, to oversee the daily operations of the Electric Utility.

The Pocahontas Municipal Electric Utility serves approximately 1,100 residential, commercial, and industrial customers. The system includes approximately one mile of 69 kV line, substation, 27 miles of underground distribution system, and 3 miles of overhead distribution system. The underground system was constructed beginning in 1989. The Electric Department also includes two 1825 KW diesel generation units that were brought online in 2005. A contract with Corn Belt Power Cooperative is in place for maintenance and repair to the 69 kV line and high side of the substation. The City operates a load management system for peak shaving during the summer months.

The City's summer peak in 2006 was 4,909 kw and the winter peak was 4,300 kw. The City purchases wholesale power from WAPA and Iowa Lakes Electric Cooperative (ILEC). The ILEC contract started the third year of a ten year contract in January 2008.

The current Electric Superintendent will be retiring in 2008 after 22 years with the City.

## **The Position**

The Electric Superintendent oversees the daily operations of the Electric Department under the direction of the City Administrator. The Superintendent manages and directs all daily operational activities of the electric utility to ensure that the utility is operated in accordance with applicable city, state, and federal rules and regulations.

Job duties include:

Participate in the selection of department staff. Supervise all full-time, part-time, and seasonal staff of the electric department.

Prepare and submit a proposed budget for the electric department to the City Administrator. Make recommendations on the replacement and upgrade of department facilities and equipment.

Monitor expenditures and review bills submitted to the city clerk for electric department purchases.

Manage new and ongoing infrastructure maintenance projects.

Coordinate with other city departments.

Perform routine maintenance on department equipment.

Operate and perform minor maintenance to the department's diesel generating units.

Install and maintain underground and overhead distribution system facilities including wires, transformers, and switches.

Install and maintain load management switches on customer equipment. Operate load management system.

Install and maintain streetlights.

Maintain traffic signals.

Perform maintenance and repair of electrical systems in city owned buildings and facilities.

Work cooperatively with other city, county, state, or federal agencies.

Prepare department local, state, or federal reports as required.

Read meters for customer move-in/out and commercial and industrial accounts. (Note: All residential meters are radio read and commercial meters are in the process of being converted to radio read.)

Interact with customers and members of the public in a professional manner.

## **Background and Experience**

Candidates for the Electric Superintendent position will have journeyman status with electrical knowledge in underground and overhead installation for primary and secondary systems. Preferred candidate will be graduate of a technical school and experience with the operation of diesel generation equipment. A Iowa Class B CDL with air brake endorsement within 30 days of hire. A pre-employment physical and drug screen is required. Residency within the city's electric service territory is required.

## **Announcement**

Electric Superintendent; City of Pocahontas, IA (pop. 1,970). Progressive community located in NW Iowa. Qualified candidate will possess strong construction and maintenance skills in underground and overhead distribution systems. Iowa class B CDL with airbrake endorsement required within 30 days of hire. Pre-employment physical and drug test required. Minimum starting wage \$29.00 per hour plus excellent benefit package. EOE. Position open until filled. Additional information about the community and position can be found at <http://www.pocahontasiowa.com/jobs.html>

Send cover letter and resume to:

City Administrator  
City of Pocahontas  
PO Box 69  
Pocahontas, IA 50574