

Technical Support Manager

Overall Objective: Provides technical supervision, planning, organizing and direction of functions in the operation and maintenance of the electrical distribution system of the Borough.

Essential Duties and Responsibilities

- Provide technical assistance in the design, engineering, sizing, selection and maintenance of electric distribution components.
 - Provide guidance for the maintenance, operation, and construction of the electric distribution system and substations to ensure system reliability and the availability of energy supply to all customers.
 - Recommend and implement improvement to operating distribution system and equipment to ensure system reliability is maintained and losses are minimized.
 - Maintain an appropriate inventory of equipment and supplies to ensure that emergency service restorations occur in a minimum amount of time and that new services can be installed in a reasonable amount of time.
 - Assist in the preparation and administration of division operating and capital budgets to meet Borough budget guidelines and minimize cost impact on customers.
 - Develop and manage division work plan including assistance to other divisions as needed.
 - Research and initiate division purchases to facilitate accomplishment of division work plans.
 - Establish and monitor street lighting programs to ensure adequate lighting for safety and convenience of residents.
 - Establish and monitor electric meter installation and testing program to ensure the accurate measurement of customer demand and energy.
 - Coordinate and train employees in established system operating procedures for the safety of employees and for system reliability
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Necessary skills, knowledge and abilities:

- Demonstrated ability to use Microsoft Outlook, Word and Excel proficiently.
- Prior responsibility for maintenance of process equipment and upgrading technology is highly desirable
- Ability to communicate effectively, verbally and in writing with employees, customers, government

The Borough offers an attractive wage, comprehensive benefit package and a workplace with an emphasis on quality and teamwork.

Qualified candidates should send your resume to: Human Resources Dept, Borough of Ephrata, 124 South State Street, Ephrata, PA 17522 or email to skramer@ephrataboro.org. Visit our website at www.ephratboro.org.

EOE M/F/D/V