

**Job Title:** Electric Distribution Design Supervisor**Job Status:** Full-Time**Department:** Electric Engineering**Job Grade:** 605**Reports To:** Chief Engineer of Electric Services**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 8/18/2025**Location:** Service Center

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### Position Summary

The Electric Distribution Design Supervisor is primarily responsible for supervising Electric Distribution Designers, including monitoring and improving their performance and adherence to NBU policies and procedures. In addition, the position is responsible for analyzing, designing, and assisting customers with electric line extensions, upgrades, repairs, new service availability, and electrical conflicts.

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### Essential Duties & Responsibilities

#### SUPERVISORY DUTIES

- Assists with hiring process & responsible for coaching and training personnel on all aspects of department processes.
- Responsible for completing performance reviews, counseling, performance improvement plans and recommending disciplinary action for direct reports
- Prepares staff schedules, approve & monitor leave requests to ensure adequate coverage, backs up duties when needed
- Assists staff with escalated issues or special projects as needed
- Promote open communication with direct reports to enhance teamwork
- Promote support and participation in meeting NBU Performance Measure goals
- Supervise support activities such as Capital Improvement Project (CIP) planning, contractual services, material procurement, and engineering services
- Assist in the development of annual budgets
- Recommend and implement approved policies/procedures for the department
- Supervise and execute complex planning initiatives developed by executives and management such as Master Plan, Strategic Plan, and Business Plan)
- Supervise emergency projects to ensure service, system and budget integrity.
- Ability to evaluate complex data, prepare technical reports and present to large groups
- Ensure personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Provides technical leadership, training, and mentoring to other Electric Distribution Designers and Engineering & Operations Personnel
- Develop reports for design standards and procedures, material specifications, planning studies, project proposals and estimates, special reports and any other areas of departmental responsibility
- Work with and assist other department personnel to complete necessary fieldwork and assist with production of project documents, standards, specification, and other items as required in support of department responsibilities
- Assists with interpreting and implementing the National Electrical Safety Code, NBU Electrical Connection Policy and other governmental and regulatory codes from the National Electric Code or State of Texas

## CUSTOMER SERVICE

- Meet with customer to determine requirements of the job
- Request and analyze requirements and historical data related to the project
- Explain policies, procedures, options and cost evaluations to customer
- Address potential and existing conflicts and seek resolutions
- Identify layouts, proposals and location of equipment based on site evaluation
- Provide copies of work order documents and instructions for construction
- Address any necessary changes to design while in process

## DESIGN AND ANALYSIS

- Calculate expected load amounts and demand
- Estimate environmental impact on new and existing infrastructure
- Compare estimates with historical data
- Calculate deposit amounts for commercial use
- Apply estimates to design via equipment ratings
- Calculate fees to be applied for cost of internal projects
- Submit proposed design and make corrections/changes as needed
- Stake pole and equipment locations, survey site and access routes for construction
- Submit locate requests
- Submit TXDOT, UPRR, LCRA, and County permits, as needed
- Creates work order documents to include design drawing with instructions, Bill of Materials, and other technical documents as needed
- Prepares designs for distribution overhead and underground electric utility line extensions and modifications to the electrical system
- Creates electrical design drawings using GIS software and AutoCAD.
- Staking lines, while referencing easements and rights-of-way limits, and gathering data necessary to prepare for construction

## SPECIFIC ANALYSIS DOCUMENTS

- Meet with Manager and Director of Engineering about analysis
- Research evaluation methods and data & apply to analysis
- Prepare analysis documents and report findings, update as needed

## PROJECT MANAGEMENT

- Coordinate work details between customer and Electric Operations department
- Resolve design discrepancies between Electric Engineering design work and Electric Operations field construction concerns. Be Electric Engineering's first point of contact for any such discrepancies.
- Coordinate with Right-Of-Way owners such as the City of New Braunfels, Comal County, and TxDOT.
- Responsible for follow-up during and after construction to verify integrity of designed project
- Settle conflicts and track changes during course of project
- Verify material and design specifications are communicated on as-built sent to Data Analytics department and GIS
- Assemble material packages for electric distribution projects in advance of construction
- Assist warehouse personnel during material supply chain challenge periods and through high growth periods, to ensure adequate material stock for Electric distribution construction
- Proactively communicate with other departments on status of material and project status

## GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Attend outside NBU conferences and seminars to remain current with available technologies, design standards, and safety code requirements

- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School
Field of Study: General Studies

Diploma/GED
Other: Preferences: Bilingual in Spanish and English

Work Experience Time Frame: Five Years or More

### Certification and Licensures Requirements

- Valid Texas Driver's License
- TEC Design Technician certification, Level I, II and III. Alternative certification may be considered if course-work is equivalent or better.

### Other Minimum Qualifications

- Maintain composure and commitment to work during periods of stress and heavy workload, and willing to work extra hours whenever needed.
- Demonstrated expertise and knowledge of electrical design activities.
- Demonstrated planning and organizing skills.
- Demonstrated effective oral and written communications skills.
- Demonstrated effective decision making and problem-solving skills.
- Demonstrate strong mathematics and science background.
- Five years of experience in utility design or similar construction industry.

### Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other Software Knowledge

CityWorks, Harris NorthStar, AutoCAD, ArcGIS, SmartSheet

## Experience with Machines, Tools, Equipment and Other Work Aids

Hand Tools, Motor Vehicle, Measuring Wheel, Measuring Extendo, GPS Unit, Camera, Telephone, Radio, Ruler, Calculator, Copiers, Fax Machines, Maps, Procedure Books, Computer, Scanners, Printers, Plotters, NEC Code, NESC

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### Physical Demands

#### **Standing:** Occasionally

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

#### **Fine Dexterity:** Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

#### **Walking:** Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

#### **Lifting:** Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

#### **Carrying:** Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

#### **Sitting:** Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

#### **Reaching:** Occasionally

- ☒ For Supplies
- ☒ For Files

#### **Handling:** Occasionally

- ☒ Paperwork
- ☐ Monies

#### **Kneeling:** Rarely

- ☒ Filing in Lower Drawers

- ☒ Retrieving Items from Lower Shelves/Ground

#### **Pushing/Pulling:** Occasionally

- ☒ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☐ Hose

#### **Climbing:** Rarely

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☒ Onto Equipment

#### **Vision:** Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

#### **Foot Controls:** Frequently

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

#### **Balancing:** Never

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

#### **Bending:** Rarely

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

#### **Crouching:** Occasionally

- ☒ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

#### **Crawling:** Never

- ☐ Under Equipment

☐ Inside Attics/Pipes/Ditches

**Twisting:** Occasionally

☐ From Computer to Telephone

☒ Getting Inside Vehicle

**Hearing:** Constantly

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☐ Listening to Equipment

**Talking:** Constantly

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

**Other:** [Click or tap here to enter text.](#)

## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Primary Work Environment:** Office Environment

Other: Vehicle, Outdoors/Field

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### Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

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### Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW  
BRAUNFELS  
UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to  
assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date