

# NOW HIRING

ELECTRIC DEPARTMENT  
SUPERINTENDENT





# THE COMMUNITY

<b>1883</b> Incorporated	<b>29.9</b> Median Age
<b>31,293</b> Population	<b>2.88</b> Average Household Size
<b>10.99 sq miles</b> Area	<b>40</b> Languages are spoken in the school district

Garden City, located 75 miles east of the Colorado state line and 200 miles west of Wichita, KS, is the regional hub of western Kansas and the county seat of Finney County. The community combines a small-town spirit with a wide variety of amenities, including several financial institutions, schools, medical facilities, churches, and retail shopping areas. Garden City is home to Lee Richardson Zoo, the largest zoological park in western Kansas, an award-winning pool and municipal golf course, a nationally recognized community college, several parks, and several special public events.

With 40 languages spoken in the local school system and a long history of taking in refugees, diversity is at the core of Garden City's community and makes it a unique place to live, work, and play. The welcoming, tight-knit atmosphere and exposure to a broad range of people and perspectives make it a great environment to raise a family.

Garden City has a growing, resilient economy based on agribusiness and related industries. In 2017, Garden City began work on a new transload facility, which serves the regional wind energy industry and could be expanded to serve the distribution needs of the regional agribusiness industry. Because of the tremendous volume and wealth of agribusiness, manufacturers and marketers locate to the Garden City area to better serve this broad consumer base. Industries in and around Garden City offer products and support services such as water well technology, systematic irrigation, box fabrication, metal casting and fabrication, extrusion of plastics and many more. The Garden City area is also rich in natural resources and welcomes both traditional and renewable energy production.

That robust agribusiness base is supported by strong retail, education, and healthcare industries. These sectors serve the greater region, bringing in customers from western Kansas, eastern Colorado, northern Oklahoma, and northern Texas. These industries, together with agribusiness, give Garden City a diverse, stable economy that provides residents with a high quality of life.

Garden City has a growing population and economy, with expanding infrastructure and services to match. Some imminent and upcoming projects include a new airport terminal, a third fire station, multiple new subdivisions, a combined public works facility, a skatepark, and more.

# THE ORGANIZATION

The City of Garden City operates under a Commission-Manager form of government with the five-member City Commission elected to overlapping four-year terms of office. The five members of the City Commission are elected to overlapping four-year terms of office. An election for City Commissioners is held every odd-numbered year. The mayor is elected to a one-year term by the Commissioners.

The City Manager is appointed by the City Commission and is charged with the efficient and effective administration of the City. The current City Manager has served in the position since 2008 and is the third City Manager since 1953. The City of Garden City is a full-service City, employs 370 full-time staff, and has a 2022 annual operating budget of \$173,774,541.

The Garden City Electric Department is responsible for providing electric utility needs within the city's corporate boundaries. The municipal electric utility was established in 1914 and currently serves approximately 11,500 meters on a complete AMI system. Garden City is a Kansas Municipal Energy Agency (KMEA) member with an electrical system peak of 78 MW plus; an additional 14 MW of new industrial load is coming online in the summer of 2023. The utility owns and operates three Siemens SGT - 400 9 MW (27 MW Total) natural gas turbines and 13 distribution substations, two of which are connected directly to the bulk transmission system. The distribution system includes approximately 249 miles of overhead lines and 82 miles of underground lines at operating grounded Y voltages of 2400/4160, 7200/12,470, and a 19,200/ 34,500 sub-transmission system. There are 32 positions within the department with an annual budget of approximately \$43M. The American Public Power Association recognizes the utility as an RP3 Platinum member for 2021-2023.



# THE POSITION RESPONSIBILITIES

The Superintendent of Electrical Operations will provide direction and leadership for all distribution operations and personnel. The position will report directly to the Manager of Electrical Operations. The Superintendent is responsible for working with the Manager in recommending and developing projects, policies, procedures, and guidelines for the safe and efficient operations of the electric utility. In addition to planning for the future development of the department.

This position will also assist in analyzing electrical service needs, evaluating the department's ability to fulfill those needs, and developing plans to ensure that the department can meet those needs in the future.

Reviews the general operation of the department to determine efficiency; implements procedures that promote efficiency and ensure that they are followed.

Plans, directs, and recommends department purchases and maintenance of equipment/vehicles/supplies.

- Assists in the planning and directing of the work activities of the transmission and distribution crews.
- Assists in the development of, and monitoring of department budget.
- Oversees, monitors and recommends departmental personnel management including hiring, discipline and performance evaluation of assigned employees.
- Formulates and monitors department rules and regulations including work assignments, safety practices and procedures, training and certification, maintenance schedules, equipment and inventory.
- Provides technical assistance for electric contract negotiations as required.
- Responsible for planning and implementing with other professional and technical expertise for improvements necessary and upgrades to the distribution system.
- Responds to communication or inquiries from government agencies and the public.

# THE QUALIFICATIONS

High school diploma or GED. Graduation from a college or university with a degree in electrical engineering, business, or public administration is preferred. Minimum ten years of supervisory experience including budget development and department-level administration experience with an electric utility required any combination acceptable to City. Valid Kansas driver's license or ability to obtain within six months required.

# THE COMPENSATION

The City of Garden City offers a competitive benefits package. Salary range: \$44.72 - \$56.72/hour; \$65.23

## HEALTH INSURANCE

The City provides a full family medical package that includes medical, prescription and dental insurance. All employees pay a share of insurance premiums (wellness rates) through payroll deduction. Presently, that share will vary based on the contribution tier.

## GROW WELL CLINIC & WELLNESS PROGRAM

The benefits you will receive from Grow Well include a yearly health risk assessment, an individualized review of your assessment results with a registered nurse, access to the Grow Well Clinic, coaching for improved lifestyle management, lab rechecks and onsite wellness training if applicable.

## RETIREMENT

The City participates in the Kansas Public Employees Retirement Program (KPERs).

## DEFERRED COMPENSATION

The City offers deferred compensation programs to all employees on a voluntary basis for additional retirement savings.



## LIFE INSURANCE

The City provides life insurance plans through Advance and KPERs. Additional coverage may be purchased through KPERs.

## HOLIDAYS

10 holidays are granted annually.

## LEAVE

Vacation leave is accrued at the rate of 12 days per year for 0-5 years, 16 days per year for 6-10 years, 18 days per year for 11-15 years, and 22 days per year for 16+ years. Personal leave of 2 days per year, with 3 personal days allotted after 5 years of service. Sick leave is also an available benefit.

## PROFESSIONAL DEVELOPMENT

The City is committed to providing employees with exceptional training opportunities including regular attendance at State and National professional conferences within their relevant disciplines.

## OTHER PROGRAMS

Flexible Spending, Educational Reimbursement, Employee Recognition Plan, and Computer/Exercise Equipment Purchase programs are all offered as well.



# HOW TO APPLY

Qualified individuals should submit a City application, cover letter, resume, and three work-related references online on the City's website at [www.garden-city.org/jobs](http://www.garden-city.org/jobs).

For any questions or inquiries regarding this position, please contact:

Human Resources Department

City of Garden City

Phone: 620.276.1172

Email: [human.resources@gardencityks.us](mailto:human.resources@gardencityks.us)

The position will be open until filled. The application process will consist of a group of finalists to participate in an assessment center to identify the top candidate and to offer finalists an opportunity to fully evaluate the community so that they can better assess the professional and personal opportunity.

The City of Garden City is proud to be an EEO employer.