



Electric Line Supervisor

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Utilities General Manager

SUPERVISE: First, Second and Third Class Lineman

SUMMARY DESCRIPTION

Responsible for performing, supervising, directing and coordinating the construction, maintenance and repair of the city's electrical distribution systems. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as assisting with staffing, scheduling work, assigning work duties, training personnel on various techniques, conducting performance evaluations and recommending/administering disciplinary actions.

Supervises and participates in the construction, inspection, installation, maintenance, repair and operation of all facets pertaining to the city's electrical transmission and distribution system.

Supervises and participates in the routing of electrical lines; determines the appropriate materials and types of lines used in the performance of duties.

Patrols the line to ensure a safe working environment is maintained; provides back up for positions on the crew, as needed.

Ensures that needed materials and supplies are at the job; loads, unloads and hauls material and equipment to and from job sites.

Supervises and performs the repair and replacement of street lights.

Assists the Utilities Manager in developing an action plan in managing PCB transformers according to state and federal regulations through various activities including but not limited to identification on the system and disposal; assists in preparing and maintaining all required paperwork pertaining to PCB transformers.

Supervises the periodic testing of oils for PCB transformers.

Ensures that inspections are completed on circuit breakers and transformers prior to installation.

Supervises and participates in various installation activities including the installation of meters and related measurement devices, house and commercial service drops, circuit regulation and controlling devices.

Supervises and coordinates various work activities near power lines including but not limited to tree trimming, digging trenches and holes, setting poles, installing pole cross arms and fixtures, stringing and laying wire, installing transformers, etc.

Supervises and participates in changing circuits and transferring services.

Responsible for updating, reading and interpreting city maps of the electric transmission and distribution lines; interprets staking sheets for line crew.

Responds to and directs measures taken in emergency situations.

Ensures the maintenance of a safe work environment for all employees by training and monitoring employees in the safe and efficient operation of various equipment, skills and techniques; performs safety evaluations and inspects work for quality assurance in accordance with safety standards.

Administers first aid to injured persons; requests medical attention for individuals when needed.

Performs periodic testing of rubber gloves, shields, blankets and other safety equipment used by line crew.

Operates various departmental equipment, machinery, vehicles and hand, power and electric tools necessary in the performance of duties and according to established guidelines. Operates large trucks, Bucket Truck, loaders, backhoe, and other vehicles as needed.

Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Responsible for making recommendations to the Utilities Manager for the continuous improvement in construction methods and practices in order to provide for increased efficiency.

Assists in the preparation of the departmental budget with input regarding the city's electrical transmission and distribution system.

Coordinates with the Utilities Manager in developing specifications for new equipment purchases; makes recommendations regarding equipment use and purchase.

Coordinates the maintenance of the supply inventory for the city's electric transmission and distribution system including materials, equipment, and tools with the Materials Management Specialist.

Attends various meetings including Board of Public Works and other committee meetings, as needed; answers inquiries and makes recommendations pertaining to the functions of the electric transmission and distribution system.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in construction, maintenance and repair duties for the electric transmission and distribution system.

Maintains awareness of all codes, specifications, assemblies and procedures that apply to line work.

Prepares various reports and records pertaining to the duties performed such as man hours, equipment maintenance, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports.

Answers inquiries from the general public; receives citizen complaints pertaining to city's electrical systems and takes appropriate action to resolve problems or concerns.

Establishes and maintains positive public relations with the general public, other employees, engineers, contractors, other governmental agencies and municipal officials.

Performs duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Theory of electricity and electric distribution.
- Federal, state and local regulations, codes, standards and specifications pertaining to electric line construction, inspection, installation, maintenance and repair.
- Techniques, methods and practices used in electric transmission and distribution including construction, inspection, installation, maintenance, repair and operational activities.
- Operation of heavy and light vehicles, machinery, equipment and tools pertaining to the construction, inspection, installation, maintenance and repair of an electric transmission and distribution system.
- Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.
- EPA guidelines regarding regulations and handling of hazardous materials and the District's safety rules, regulations, policies and procedures.
- First aid principles and the techniques of administering emergency medical aid including CPR and pole top resuscitation.
- Precautions necessary to work safely with and around electric distribution systems in order to promote a safe working environment.
- Geography of the city and the electric transmission and distribution system.
- Perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- City's responsibilities and ability to use independent judgement in the performance of duties.

Ability to:

- Analyze working conditions of equipment, and to detect flaws or defects in operation.
- React quickly and calmly in emergencies.
- Pole climb in all types of weather conditions.
- Work from a bucket truck, and in other precarious places.
- Accurately prepare, read and interpret line construction plans, technical sketches, blueprints and instructional manuals.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Assign, direct and supervise the work of subordinates.
- Load and unload heavy equipment and tools.
- Accurately prepare and maintain various records, reports and other departmental documents.
- Maintain the confidentiality of reports and documents.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.

- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Operate standard office equipment.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the electric transmission and distribution system. Duties require the ability to tolerate an indoor and work environment which includes contact with dirt, dust, chemicals, cleaning solvents, bacteria, noise and inclement weather conditions.

Physical an incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to climb poles, operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Have an Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in electric engineering or a related field, or an equivalent combination of education, training and experience.

Have six (6) years experience on a distribution system with at least two (2) years in a supervisory context, or an equivalent combination of education, training and experience.

Additional Requirements

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must possess a CPR and pole top resuscitation.

Must possess a valid driver's license and a CDL.

Regular Full-Time Grade O

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