

**MAJOR FUNCTION**

This is a highly complex, high profile, technical and supervisory position directing workers with varying skill levels from entry to journey level in performing the skilled technical work necessary to construct, maintain, and repair the City's electric utility delivery system. Positions are assigned to one of the following operating areas: Substations, Electric Meters, or Line and Service Operations. Work assignments are received in the form of written work orders or oral instructions, with class incumbent(s) directly participating in the area's technical work on an on-going basis. Work is performed under general oversight of a higher-level supervisor with expertise in the designated area and is reviewed through observations of the results obtained for adherence to federal, state and local standards and guidelines.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

**ALL AREAS:** Enforces safety precautions for the protection of assigned crew, the environment and the public. Ensures that crew meets all work productivity standards. Conducts performance evaluations and recommends approval or disapproval of step increases. Recommends hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Keeps time and work records. Recommends work specific development and training opportunities for supervised staff and coordinates staff's attendance at same to insure uninterrupted work flow. Attends general training and continuing education sessions. Must be able to work outside normal work schedule, which includes, but is not limited to, additional work hours and shifts for "on-call" responsibilities, storm response, and abnormal system operations. Performs other related work as required.

**SUBSTATION OPERATIONS:** Responsible for the oversight of all construction, maintenance, and testing of modern electrical substation equipment such as conduit, vaults, underground lines, transformers, circuit breakers, and other associated substation equipment.

**ELECTRIC METER OPERATIONS:** Responsible for the oversight of all installation, maintenance, and testing of modern electrical metering equipment such as the programming, reading, and reporting of all equipment used within the electric metering system. Maintains proper inventory of all meters within the electric metering system.

**LINE AND SERVICE OPERATIONS:** Responsible for the oversight of all construction, installation, and maintenance of electric system such as power lines, poles, streetlights, and other associated equipment.

**Other Important Job Duties**

Interacts with customers on a professional basis. Coordinates the attendance of assigned staff at City-sponsored training and developmental opportunities. Performs routine administrative and clerical functions regarding work and material records. Assists in the planning and implementation of temporary electrical services for a wide variety of special events. Prepares various periodic reports, as directed. Acts on behalf of supervisor in his absence. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

**ALL AREAS:** Thorough knowledge of occupational hazards and safety precautions. Considerable knowledge of the operation and maintenance of all equipment related to job requirements. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively orally and in writing. Ability to prepare reports and keep accurate records

regarding time, materials, etc. Ability to assign and review the work of subordinates and provide instructions in a manner conducive to improved performance and high morale. Knowledge of the principles of effective supervision. Ability to effectively communicate to subordinates, colleagues, and the general public. Ability to manage emergency situations during storms or other abnormal system conditions.

**SUBSTATION OPERATIONS:** Thorough knowledge of the principles and practices of electric power substation operations, construction and maintenance. Considerable knowledge of the operation of trucks, winches, derricks and other equipment and tools used in the construction, operation, and maintenance of substations. Considerable knowledge of electric theory as applied to distribution and transmission systems, especially in circuit breakers, transformers, voltage regulators, network protectors and underground cables. Ability to instruct substation electricians and others in practices, methods and tools of the trade, and to plan and supervise the work of others. Ability to work from sketches, blueprints and oral instructions.

**ELECTRIC METER OPERATIONS:** Thorough knowledge of the methods and practices involved in testing, repairing, maintaining, and programming electrical revenue and substation meters, metering transformers and switches. Thorough knowledge of the ordinances and regulations concerning the installation of metering equipment, meter testing, repair and maintenance. Ability to understand and work from construction and wiring plans, wiring diagrams, schematics, drawings and blueprints. Ability to use ammeters, voltmeters, ohmmeters and related metering equipment.

**LINE AND SERVICE OPERATIONS:** Knowledge of the principles and practices of electrical power line construction, operations, and maintenance. Knowledge of the operation of trucks, winches, derricks, trenchers, backhoes and other equipment and tools used in the lineman's trade and construction. Comprehensive knowledge of the City's power system, electric apparatus and devices. Ability to instruct Linemen and others concerning the practices, methods, and tools with regards to the occupational hazards of the work. Ability to climb poles and towers and to perform all phases of Journeyman Lineman's work. Skill in the performance of all tasks during adverse weather conditions.

#### Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience in the area of expertise for the job assignment.

**METER OPERATIONS:** Possession of a high school diploma or an equivalent recognized certificate and four years experience in the area of meter operations. One year of the required experience must have included the use of personal computers and microprocessor based equipment.

#### Necessary Special Requirements

Possession of a class E driver's license at the time of appointment.

For designated positions assigned to this class, must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated, or possess a CDL permit at the time of appointment and obtain the appropriate CDL license and endorsement(s) within 60 calendar days from date of employment, as a condition for continued employment.

Established: 12-22-18