

ELECTRIC LINE FOREMAN

DEFINITION

To organize, assign and review the work of assigned staff engaged the maintenance, repair and installation of overhead and underground transmission and distribution lines and electrical repair work; to perform technical electric duties requiring specialized knowledge; and to provide highly responsible technical support to assigned supervisor, acts in the absence of the Electric Superintendent, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the technical Lineworker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing planning and reviewing duties and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned technical, maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to maintenance, repair and installation of overhead and underground transmission, distribution, and substation electrical repair work.

Develop schedules and set the work methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Assists in the coordination of staff training; works with employees to correct deficiencies.

Oversee, organize, coordinate and participate in the activities of the line crew.

Oversee, personally operate and safely use line and bucket trucks, forklifts, cable pullers and manual, electric, hydraulic and gas powered tools and other specialized equipment used to

perform construction and maintenance duties including underground installations of cables, equipment, and sub-structures.

Perform inspections of equipment and systems including both underground and overhead.

Assist in preparing and assigning work orders; confer with the Electric Operations and Maintenance Superintendent in reviewing and discussing the day to day operations of the department; assist the Superintendent in planning major installations and maintenance projects.

Requisition materials and supplies for the line crew and ensure proper maintenance of electrical equipment and tools.

Maintain records of locations, quantity and condition of transformers, capacitors, and related facilities; read, write and perform critical switching orders.

Provide Mutual Aid to other electric utilities as assigned and as needed; in most cases this will require travel and overnight stays.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules, regulations, and industry standards related to area of assignment.

Methods, tools, equipment and materials used in the planning, construction and maintenance of high and low voltage lines including the precautions necessary for working on high and low voltage electric lines.

Principles and practices of electrical theory and their broad application, and the methods, equipment and materials used in repairing of substation equipment.

Maintain familiarity with the City's electrical substation equipment, functionality and unique general safety requirements. Readily assist fully trained substation personnel when assigned as necessary.

Basic principles and procedures involved in planning major electrical installations.

City of Healdsburg Rubber Gloving Manual, APPA Safety Manual, Industry Construction Standards and other documents affecting work methods and procedures.

Modern office equipment and software including email, word processing, basic data entry, and other related software such as SCADA systems, metering and electronic-based relays, controls, and equipment.

Ability to:

Organize, assign, review and perform the most complex duties related to maintenance of overhead and underground transmission and distribution lines and electrical repair work.

On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Troubleshoot difficult electrical utility problems, during normal work-hours and after-hours, determining necessary repair work; call out additional electric staff as required; make reports about condition of lines and equipment during emergency conditions and always implement safe and sound solutions.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Safely climb poles, dig holes, lift and move heavy equipment and perform visual or intrusive inspections of a variety of underground and overhead electrical systems.

Maintain and safely operate a variety of tools, vehicles and equipment used in the course of the work including line trucks, bucket trucks, digger derricks, forklifts, cable pullers and manual, electric, hydraulic and gas powered tools.

Review, read, write, and perform switching orders properly and safely; read and correctly interpret job prints, specification, industry standards, operating procedures, and circuit maps.

Assist in determining the electrical needs of the City in planning major electrical installations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers, smart-phones, tablets and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

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

##### Experience:

Two years of increasing responsibility as a journey Lineworker/Troubleshooter with the City of Healdsburg.

##### Training:

Equivalent to the completion of the twelfth grade and a formalized apprenticeship program. Completion of leadership focused classes highly desired.

#### License and Certificate

Possession of a valid California Class A Driver License is required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action.

Incumbents in this class are required to have completed a formal apprenticeship program as a Lineworker and be fully qualified to work on or near energized electrical

transmission circuits, distribution circuits, substations, and all related facilities or equipment.

Possession of or ability to obtain a fork lift certification.

Possession of cardiopulmonary resuscitation (CPR) and First Aid certified or the ability to become and maintain certification.