

JOB DESCRIPTION



ELECTRIC CREW FOREMAN

DEFINITION

Under general direction of the Electric Supervisor, to supervise and participate in the day to day field activities of the lineman crew engaged in the construction and maintenance of overhead and underground street lighting and electrical distribution systems; and to do related work as assigned.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time**

- Lead and work with line crews in the construction and maintenance of overhead, underground power lines and equipment. **(E, M)**
- Work closely with the Electric Supervisor on a daily basis by coordinating all crew activity, work schedules, and procedures. **(E, M)**
- Coordinate the work of crews with that of contractors, utility companies and other City departments. **(E, M)**
- Install testing equipment, residential and commercial service drops, and meters. **(E)**
- Install primary and secondary lines, changing circuits, and transfer in services. **(E)**
- Supervise from plans and blueprints the installation of electric lighting, transmission and distribution systems.
- Replace wires, poles, cross-arms and other distribution equipment. **(E)**
- Maintain vehicles records and equipment related to Electric Department.
- Assist in budget preparation and administration. **(E)**
- Inspect the work of line crews while in progress and upon completion. **(E, M)**
- Verify field conditions with utility maps, drawings and document as built conditions (E).
- Maintain time records and prepare reports.
- Ensure that proper safety precautions are taken when crews are working close to energized lines and in streets subject to traffic hazards. **(E, M)**
- Coordinate with Engineering Division regarding mapping, switching log, outage tags, and pole intents. (tree trimming and records).
- Keep track of inventory, storage, and ordering of materials.
- Monitor apprentice program selection, testing, and record keeping.
- Serve as Acting Electrical Supervisor as assigned. **(E)**
- Participates with crew in after hours, on-call rotation. **(E)**
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals of electrical theory and their broad application.
- Methods and materials used in the construction, operation, and maintenance of overhead and underground street lighting and electrical distribution system.
- Knowledge of State of California General Order 95 and 128.
- Applicable Federal, State and local laws, codes and regulations.
- Principles of supervision, training, and performance evaluation.
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- Techniques for dealing effectively with the public, vendors, contractor and City Staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

- Safety principles and practices working with low and high voltage lines, and related construction/maintenance equipment.

Ability to:

- Organize, supervise and participate in day-to-day field activities of linecrew.
- Climb poles and work at heights.
- Read and interpret line construction plans and written instructions.
- Operate heavy and light motorized equipment.
- Use and care for the tools and equipment of the trade.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Supervise, train and assist in evaluating subordinates.
- Interface with other departments.
- Operate mobile and desktop computer equipment.
- Work flexible hours, which may include weekends, holidays, and on-call rotation.

Experience:

Minimum of four years of increasingly responsible experience in the construction, operation, and maintenance of an electrical distribution system, including a minimum of two years as journeyman lineman.

Education:

Equivalent to High School Diploma.

Necessary Special Requirement:

- Possession of a valid Class A California Driver's License, with appropriate endorsements, at time of appointment.
- Possession of High Voltage Electrical Rubber Gloving Certification, or ability to obtain within sixty (60) days from date of hire, subject to the City providing said training within that timeframe.

Residency Requirement:

All members of the Electric Unit shall be expected, within six months of hire, to establish residence allowing response to the Electric Shop within 35 minutes of notification to report.

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