

**CITY OF OBERLIN JOB DESCRIPTION
ELECTRIC LINE CREW CHIEF**

Title:	Electric Line Crew Chief	Department:	OMLPS/Electric Department
Supervisor:	Distribution Superintendent	Positions Supervised:	All Line Crew Personnel
Status:	Full-Time	Civil Service Status:	Classified/Non-Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	IBEW	Pay Grade:	Per IBEW Collective Bargaining Agreement
Schedule:	Regular business hours; some evenings and weekend hours as needed.		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Electric Line Crew Chief is responsible for supervising, directing and assisting with field work associated with the operation, maintenance and routine construction of the electric distribution system.

The Electric Line Crew Chief shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Electric Line Crew Chief shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

- High school diploma or equivalent; successful completion of journey line worker apprenticeship program; and five (5) years experience in similar position with an electric utility; or an equivalent combination of education and experience, which provides the skills and abilities necessary to perform the job.
- Valid State of Ohio Driver's License
- Valid Ohio Class "A" Commercial Driver's License
- Journeyman Line Worker Certification

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Electric Distribution Superintendent and supervises all distribution line crew personnel.

Duties and Responsibilities:

- Supervise and assist in the construction, maintenance and repair of energized overhead primary and secondary distribution facilities including; but not limited to, pole setting and framing, installing and transferring of conductors, installation and maintenance of pole-mounted equipment and street lighting systems
- Supervise and assist in the construction, maintenance, and repair, of energized underground primary and secondary distribution facilities including, but not limited to, installation and maintenance of ducts, trenching and backfilling operations, pulling and termination of conductors, setting pad-mounted equipment, hand-holes and street lighting systems
- Supervise and assist in the installation, maintenance and operation of substation equipment including; but not limited to, excavation, steel construction, concrete work, oil, air and gas breakers, power fuses, regulators, duct work, pulling and terminating of power cables
- Supervise and assist in live line switching and sectionalizing for distribution load management and power failures
- Liaise with Electric Distribution Superintendent to plan, schedule and coordinate daily work assignments of distribution line crew
- Supervise, manage and assist with daily work assignments of distribution line crew and ensure quality of workmanship
- Liaise with Electric Distribution Superintendent to identify problems/propose solutions, monitor work flow, review and evaluate work methods and identify resource needs
- Participate in emergency standby rotation and ensure that trouble calls are handled promptly and skillfully
- Assist in the design, layout and procurement of materials for distribution maintenance and construction work
- Supervise and assist in the installation, maintenance and repair of traffic, street, security and holiday/festival lighting
- Maintain, inspect and properly store vehicles, tools, materials and equipment and report any deficiencies to Distribution Superintendent
- Supervise and assist in the use of test equipment including; but not limited to, cable locators, phase and rotation meters, amp and volt meters, hi-pot adaptors, etc.
- Assist with installation of primary and secondary metering
- Operate equipment for the construction and maintenance of electric distribution system including; but not limited to, backhoe, bucket truck, line truck, digger-derrick, dump truck, forklift, trencher, etc.
- Prepare, pour and finish simple concrete projects
- Perform tree trimming, brush cutting and mowing for line clearance and system access.
- Test transformer oil
- Assist in calculating electric loads on distribution systems
- Supervise and assist with operation of the electric warehouse including; but not limited to, shipping and receiving, stocking material, issuing material and inventory reconciliation
- Supervise and assist with maintenance and general housekeeping of electric buildings, facilities and grounds
- Participate in training programs and seminars to advance job knowledge, safety and equipment operation
- Comply with all job safety requirements and applicable OSHA safety standards pertaining to essential job functions
- Assist Distribution Superintendent with compliance for all safety and utility policies, procedures and regulations
- Prepare reports as required by Distribution Superintendent
- Responsible for Electric Distribution Superintendent's job duties in his/her absence
- Shall be available, as required, to handle unusual or emergency situations
- Perform other related duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of general theory and work practices of electrical distribution system design, construction and maintenance
- Knowledge of equipment and materials used for electric distribution system construction, maintenance and repair work
- Knowledge of work methods, occupational hazards and safety codes in performing line crew operations and maintenance work
- Knowledge of distribution tools and equipment, including their designs, uses, and repair and maintenance procedures
- Knowledge of electric transmission and distribution system used by the City
- Knowledge of pertinent Federal, State, and local laws, codes and regulations related to electric distribution
- Must possess high quality organizational skills in order to administer a myriad of activities simultaneously
- Must possess effective leadership, managerial, communication, math and interpersonal skills
- Knowledge of safe work practices as it relates to the electric utility industry
- Ability to make sound decisions and perform duties with minimum supervision
- Ability to effectively supervise, train, prioritize work assignments and report on staff performance
- Ability to perform strenuous physical work, including the installation and maintenance of the distribution system
- Ability to sit, stand and walk on uneven terrain for long periods of time, to work out of bucket trucks, to climb ladders and utility poles using correct safety procedures and equipment, and to perform work in elevated and reaching positions, occasionally withstanding extreme weather conditions Ability to operate, inspect and maintain a variety of materials and equipment used in the electrical industry in the performance of work as a Line Crew Chief
- Ability to read and interpret electrical drawings, maps and schematics
- Ability to utilize modern office methods, equipment and record keeping
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to interact courteously and professionally with the general public and to establish and maintain cooperative working relationships with those contacted during the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations, as required, in support of goals
- Ability to estimate job and damage costs

Licenses and/or Certifications:

- Valid State of Ohio Driver's License
- Valid Ohio Class "A" Commercial Driver's License
- Journeyman Line Worker Certification


Work Environment:

Work is performed primarily outdoors, sometimes in inclement weather conditions. Hand-eye coordination is necessary to operate hand and electrical tools and equipment, as well as to operate personal computers and other office equipment as needed. May walk on uneven or steep ground and may be exposed to electrical hazards; high temperatures.

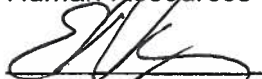
Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 8/4/15

Human Resources Signature/Date

 7/28/15

Appointing Authority Signature/Date

 7-30-15

Supervisor Signature/Date

 8/4/15

Law Director Signature/Date

Reviewed by Civil Service Com.: N/A

Reviewed by City Council: N/A