

CITY OF UNALASKA

Position Description

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| Job Class: Non-Exempt | Job Title: Utility Lineman Chief |
| Supervisor: Director of Public Utilities | Department: Public Utilities |
| Wage Grade: 12 | Full Time/Part Time: Full time |
| Probationary Period: 6 Months | Union: IUOE Local 302 |
| DEPARTMENT REVIEW | |
| Submitted By: | Date: |
| Reviewed By: <i>[Signature]</i> | Date: <i>4/26/06</i> |
| HR Approval: <i>[Signature]</i> | Date: <i>4/25/06</i> |

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check; job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **11-2004**

What is the overall purpose and objective of this position (why does this position exist)? **To supervise the line crew with the purpose of ensuring that electricity is furnished to all City of Unalaska consumers in an efficient and cost effective manner.**

Explain the level of supervision received: **Receives direct supervision from the Director of Public Utilities.**

Explain the level of supervision this position exercises: **Responsible for the direct supervision of the Utility Lineman staff within the Electric Distribution Division.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. **Responsible for supervision of Electric Distribution staff including, scheduling work, evaluating, disciplining, training, etc.**
2. **Prepares weekly reports for staff meetings and monthly reports.**
3. **Approves time cards and records hours for each project.**
4. **Maintains a running account of material used on each project.**
5. **Recommends primary and secondary field engineering designs with input from the crew including capital improvement projects. Tracks on going projects, maintains capital project files and updates electrical plans.**
6. **Meets with public and contractors to coordinate work with the line crew in the field.**
7. **Orders equipment, including transformers and sectionalizing cabinets, and tracks inventory to ensure that the line crew has appropriate equipment and materials needed for construction and maintenance.**
8. **During power outages coordinates from sub-station with line crew and Powerhouse.**
9. **Supervises the line crew for the switching, energizing and de-energizing of circuits and lines.**
10. **Monitors electrical systems and equipment for replacement or repair.**
11. **Makes cut in and out reads to keep the line crew work schedule consistent.**
12. **Reviews and signs off on all electrical components of capital projects.**
13. **Other duties as assigned.**

Does this position have access to confidential information? Yes **X** No If yes, please provide detail. **This position has access to delinquent notices, amounts owed the city by private individuals and businesses, and the monthly consumption of electricity by the consumers. This position also has access to annual evaluations, disciplinary actions, timecards and other related paperwork of supervised employees.**

Does this position have access to or handle City funds? Yes **X** No If yes, please provide detail. **Has indirect access to City funds through the use and approval of LPO's, PA's, TA's, MRO's, etc. Responsible for fiscal accountability of**

Electric Distribution Division. Approves staff timecards.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes x No If yes, please explain. **All City business, oral and written, is conducted in English. It is important to be able to communicate effectively with the line-crew regarding production and safety. This position must also be able to communicate effectively when coordinating activities between line crews, the public and/or contractors.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High School graduate or GED equivalent.**
- **A four-year electrical apprentice program and/or five (5) years experience in electric distribution.**
- **Three (3) years supervisory experience.**
- **Valid Alaska CDL Class "A".**
- **Journeyman Lineman Certificate of Fitness from the Alaska Department of Labor or the ability to obtain one within 6 months of employment.**
- **Any combination of education and experience that provides the required knowledge skills and abilities will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Journeyman Lineman Certificate of Fitness from the Alaska Department of Labor.**
- **Experience in electrical engineering design.**
- **Valid Alaska CDL Class "A" with "X" endorsement.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Knowledge of the principles and practices of employment supervision, including employee development, labor contract requirements, performance evaluation, and progressive discipline.**
- **Ability to identify employee training needs and activities to improve employees' professional skills, abilities, and performance.**
- **Ability to maintain confidentiality.**
- **Ability to review and evaluate the work of subordinate staff to ensure that high operational and service standards are met and maintained.**
- **Must have the ability and willingness to ensure compliance with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Ability to participate in and conduct meetings.**
- **Ability to work effectively with the public in a courteous, efficient, and professional manner.**

- Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.
- Skill in planning, organizing, and directing the line-crew activities.
- Strong written and oral communication skills, problem-solving skills, and interpersonal skills.
- Ability to maintain professionalism under pressure.
- Knowledge of office practices, procedures, and general office equipment.
- Knowledge of general record keeping and filing systems utilized in electric departments.
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.
- Must be able to operate a City automobile.
- Familiarity with multi-line phone system and LAN.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Knowledge of office practices, procedures, and general office equipment.
- Knowledge of general record keeping and filing systems utilized in Electric Distribution Division.
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.
- Must be able to operate City automobile.
- Must be able to operate equipment as necessary for position.
- Ability to read and understand blueprints and manuals.
- Knowledge and ability to operate equipment, testers, and instruments.
- Ability to understand the design of underground electrical distribution systems.

Check any of the following factors that are important to successful performance in this position:

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| Problem Solving | X | Bilingual | o |
| Analytical Ability | X | Interpersonal Skills | X |
| Communication Skills | X | Dexterity | X |

Describe the requirements of this position which make these factors important:
This position must have the ability to analyze problems, arrive at workable solutions, and ensure the completion of tasks needed to achieve the desired results.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required

for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. Valid State of Alaska CDL Class "A" is required. Journeyman Lineman Certificate of Fitness from the Alaska Department of Labor or the ability to obtain one within 6 months of hire.**

NOTICE

If selected for hire, appointment in this position will be conditional based upon the submission of a current (dated within 30 days from date requested) copy of the applicant's Alaska Commercial Driver's license (CDL) and a current copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Alaskan driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Must renew Certificate of Fitness every two years, and renew driver's license every 5 years. All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes x No If yes, please explain: **The ability to work in confined work areas and tight work spaces is required. Employee may work inside and outside in dusty, wet, windy, cold, and snowy conditions; sometimes in darkness. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

| Check physical demands that apply. | Describe job responsibilities which require physical demands checked. |
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| 1. Strength | |
| a. Standing X | 20% of time: While conveying instructions to the crew and while communicating with contractors of the public. |
| b. Walking X | 40% of time: Checking on parts, retrieving parts. Moving from one part of the building to the other. |
| c. Sitting X | 40% of time: Safety meetings-writing reports and |

-driving. Talking on the telephone.

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| d. Lifting | X | 70 lb. | In moving most objects lying on the ground, on tables or benches, or in the back of the trucks. |
| Carrying | X | 70 lb. | In moving most objects of 70 pounds or less from one place to another. |
| Pushing | X | 200-300 lb. | In pushing or pulling on wire reels. |
| Pulling | X | 200-300 lb. | In pulling of rope or cable through conduit. |
| 2. Climbing | X | | On and off trucks, in and out of trenches, vaults and on ladders. |
| Balancing | X | | While on ladders, crossing over spoil piles, and carrying long or unbalanced loads. |
| 3. Reaching | X | | This is done in most mechanical tasks we do. |
| Handling | X | | All mechanical and manual tasks performed. |
| 4. Stooping | X | | Stooping while installing conduit or conductors in trenches, utilidoors, secondary vaults, transformers and sectionalizing cans. |
| Kneeling | X | | Kneeling while installing conduit or conductors in trenches, utilidoors, secondary vaults, transformers and section cans. |
| Crouching | X | | In trenches to glue conduit. |
| Crawling | X | | When removing or replacing sod. |
| 5. Speaking | X | | Must be able to communicate with co-workers, supervisors, the public and contractors. |
| Hearing | X | | To understand the communication of others for safety and production. |
| 6. Seeing | X | | For safety and inspection of parts, moving energized conductors, operating machinery. For reading prints and instructions. |
| Depth Perception | X | | In operating machinery, in driving, |

movement between energized parts.

Color Vision X

In the color coding of wire for proper phasing, and to see grounding and neutral conductors. While reading and looking at color drawing and prints. For safety while driving.

HISTORY SUMMARY

08/22/1997 – Date of last review.

06-2003 - Removed incumbent, changed title of supervisor, included wage grade, changed signature blocks, updated format, minor language changes.

11-2004 – Changed supervisor from Utilities Manager to Director of Public Utilities. Included wage grade. Noted that employee has indirect Access to City funds. Included standard job description language appropriate to position. Included 3 years supervisor experience to be more consistent with other job descriptions that have supervisory responsibilities. Included 5 years experience for consistency.

04-2006 - Reviewed position description. No changes made.