



**CITY OF WEBSTER CITY
JOB BAND DESCRIPTION**

POSITION: Underground/Overhead Utility Technicians
Underground/Overhead Foreman
Electric Department Supervisor

JOB – BAND CLASSIFICATION: Electric Utility Scale
Supervisor – Electric Utility Band

Definition: To provide safe, reliable, and efficient electrical power to customers.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

Step 1:

- Assists with cutting and removal of trees.
- Assists with installation of underground and overhead wires.
- Assists with service calls along with emergency work.
- On call 24 hours a day, 7 consecutive days, as scheduled, responding within 30 minutes of call.
- Assists with routine line maintenance work.
- Prepares tools and materials for daily work
- Maintains equipment.
- Required to report to worksite as scheduled.
- Assist substation crews as needed.
- Performs other duties of a similar nature or level as assigned.
- Maintain confidentiality of work-related issues and City information.

Step 2 - 3:

- All Step 1 functions.
- Operates machinery including, but not limited to, aerial trucks, digger trucks, trenchers, etc.
- Performs hot line work.
- Transformer installation and hookup.
- Hooks up and take down services.
- Performs routine line maintenance.
- Locates underground circuits.
- Performs annual line inspections.

Foreman:

- All Step 1-2 functions.
- Supervises daily activities of crews in the installation, construction and maintenance of electrical distribution performed by electric line workers.
- Responsible for safety and safety training of line crews.
- Recommends major repairs and improvements.
- Assists in the preparation of department budget.
- Responds to customer complaints.
- Reviews specifications and plans for repair and construction projects.
- Performs mapping of both overhead and underground circuits.
- Call leader for any after hour emergency when on call person needs assistance.

Supervisor:

- All functions above.
- Plans and schedules work for electric utility department crews.
- Prepares annual departmental budget including making recommendations on staffing levels, capital equipment purchases and projects.
- Supervises operation and maintenance of substation.
- Establishes schedules and procedures.
- Trains and instructs staff.
- Process information, including time sheets, bill coding, etc.
- Provide direct supervision and evaluation of all Electric Utility Department personnel.
- Approve all purchases.
- Work closely with Engineering Tech/Project Coordinator on projects.
- Prepares annual departmental budget including making recommendations on staffing levels, capital equipment purchases and projects.
- Work closely with contractors, City officials, and general public regarding all Electric Utility areas.
- Organizes and directs emergency programs necessitated by snow, ice or other acts of nature.
- Responsible for establishing and maintaining quality level within the Electric Utility.
- Investigates complaints seeing them through to satisfactory resolution.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Step 1: None

Step 2-3: None

Foreman: Supervision of Utility Technicians on assigned crew.

Supervisor: Underground/Overhead Utility Technicians, Underground/Overhead Foreman, Substation Utility Technicians & Electrician.

Required Competencies:

Includes, but is not limited to, the following:

Customer Service – Answers phone, takes requests from public to remove trees, repair street lights or resolve any electrical problems.

Cooperation – Cooperates with public and works together as a team when performing electrical hot line work.

Organizational Skills – Has trucks stocked with materials for daily operations.

Decision Making Skills – Ability to set up truck in a safe manner, determine where to set poles, hang transformers, what size conductor is needed to carry certain load, etc.

Research Skills – Ability to look up regulations in code book and apply to specific jobs.

Communications Skills – Ability to safely direct fellow employees on a job site. Must be able to communicate electrical problems to the customer or explain a task in progress.

Step 2-3: Above, plus demonstrated teamwork and problem-solving skills.

Foreman: Above, plus demonstrated skills in leadership and team-building.

Supervisor: Above, plus demonstrated skills in planning, budgeting and goal-setting.

Education, Experience and Technical Skills Required:

High School diploma or equivalent. Must possess a current State of Iowa Drivers License along with the ability to obtain a CDL within 3 months of hire. Some knowledge of electricity preferred.

Mechanical Skills – Must have the ability to work with power tools and electrical equipment that, if not operated correctly and in a safe manner, could cause a severe injury. Some minor equipment maintenance.

Step 2-3: Graduation from one year line mechanic school in underground and overhead operations or at least 3 years (Step 2), at least 5 years (step 3) related experience, with continuing related education annually.

Foreman: Graduation from one year line mechanic school in underground and overhead operations or equivalent and four plus years experience in utility operations.

Supervisor: Graduation from one year line mechanic school in underground and overhead operations or equivalent and five or more years experience in utility operations. Knowledge of the operation and maintenance of gas turbines, generators, motors, pumps, fans, switchboards, auxiliary equipment and tools used in electric generating facilities. Normally acquired with more than five years of related experience.

Physical and Environmental Requirements:

Ability to talk efficiently and clearly; ability to write, read, hear, see, reach, twist, and lift objects in excess of 50 lbs. without assistance; ability to work in extreme conditions (hot, cold, wet); must be able to climb both poles and trees, and be able to work at heights.

FLSA/Wage Hour Status: Non-Exempt