

POSITION TITLE: ELECTRIC LINE SUPERVISOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Electric Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Electric Lineman (9 Total)

DIRECT: 4-5

INDIRECT: 0

POSITION FUNCTION

This position is responsible for supervision of staff involved in maintenance of the City's electrical system.

JOB RESPONSIBILITIES

- Supervises staff
- Delegates responsibilities
- Designs the City's electrical system
- Assists in overhead line construction
- Assists in underground line construction
- Troubleshoots electrical system problems
- Completes time sheets for staff
- Maintains inventory
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, talk/hear, use hands to finger, handle or feel, reach with hands/arms, climb/balance and lift up to 50 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Ability to operate line trucks, bucket trucks, trenchers, and back hoes

Knowledge of construction and maintenance of distribution and transmission electrical systems

Ability to drive and to maintain a valid Class "A" Commercial Driver's License

Administrative Skills

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to plan, organize, assign and direct work of staff

Ability to properly assign responsibilities to meet objectives

Ability to effectively coordinate activities of others to meet objectives

Ability to handle multiple priorities and projects

Ability to process paperwork effectively

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform engineering calculations

Ability to draw accurate conclusions from financial and numerical material

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

Ability to prepare analyses, policies and/or budgets

Interpersonal Skills

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

Knowledge of administration and supervision of staff and activities

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to instruct and train staff

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors in all weather conditions; incumbent works around electrical hazards.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; at least ten years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Must maintain a valid Class "A" Commercial Driver's License.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.