

City of Larned
Job Description
Job Title: Journeyman Lineman

<p>Department: Electric FLSA Status: Non-exempt Work Shift: M-F (unless otherwise necessary) Work Status: Full-time KPERS: Yes Residency: Yes City Manager Approved Date: 08/01/2012 Job Grade: 20 PCP Level: 4 Location: City Hall</p>
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General Overview of Position and Responsibilities: Under the general supervision of the Superintendent of Electric Distribution, this non-exempt position is responsible for performing a variety of skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of city electric transmission, distribution, street lighting, and road signal systems.

Supervisory Responsibilities:

Directs apprentice employees by assisting with training employees, directing work; providing input into quality improvements in accomplishment of tasks.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Adhere to safety practices and procedures, such as checking equipment regularly and erecting barriers around work areas.
- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs.
- Climb poles or use truck-mounted buckets to access equipment.
- Place insulating or fireproofing materials over conductors and joints.
- Install, maintain, and repair electrical distribution and transmission systems, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments.
- Inspect and test power lines and auxiliary equipment to locate and identify problems, using reading and testing instruments.

- String wire conductors and cables between poles, towers, trenches, pylons, and buildings, setting lines in place and using winches to adjust tension.
- Perform maintenance, operation and construction activities designed to provide quality electric service for the city; oversee construction and maintenance work to determine acceptability and conformance to standards.
- Assist in the control and use of, and assume responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of electric distribution system and assist other divisions within the city as necessary.
- Assist in the repair of electric substations, meters, etc. at frequent interval to insure that all aspects of the systems are functioning properly.
- Report needed supplies for the department and maintain a variety of records relating to personnel, equipment, supplies, PCB records and reports.
- Assist in that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials.
- Perform electrical tests and make necessary adjustments.
- Supervise the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.
- Respond to customer complaints regarding voltage problems, and outages; evaluate situation, determine if issue is with the city or the property owner; explain findings to property owners and notify appropriate electric crew if necessary.
- Assist and maintain reports and records.
- Ensure the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Participate with the safety of assigned maintenance workers and equipment operators by instructing individual in proper safety procedures and monitoring work progress.
- Provide instruction and oversee proper entry into confined space entries.
- Inspect and assist in the control and use of supplies and equipment used in the maintenance, construction and repair of electric distribution lines and other department facilities to insure that all equipment is in proper working order.
- Make recommendations for operational improvement and efficiencies.
- Assist and project the needs of the city for equipment, materials, etc.

- Provide recommendations regarding heavy equipment purchases and requisitions supplies and materials needed for effective department operation.
- Update city electrical distributions and street light maps either by hand or using a computerized system.
- Replace lights on water tower.
- Work with Utility Office Manager on updates to electric, pal lights, and one call data basics.
- Work to improve customer service.
- Work with other departments to ensure efficient and effective service delivery.

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

- Hang late notices, perform turn ons and turn offs.
- Read electric meters.
- Serve on various employee or other committees as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skill, abilities, required education and or experience to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to call out, working weekends, holidays.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

Communication - Listens and gets clarification; ability to read, write and understand instructions.

Teamwork - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Ethics - Works with integrity and ethically.

Required Knowledge, Skills, Abilities:

- Knowledge of National Electric Code and National Electric Safety Code.
- Thorough Knowledge of all aspects of the electrical system, transformer connections, pole size requirements, underground, overhead, switching procedures, voltage regulators, capacitors, control systems, storm sirens, street lighting, traffic and school zone signals, safety rules, conductor sizing, electrical calculations, line design, reading electrical schematics, trouble shooting, and outage control.
- Thorough knowledge of lock out and tag out procedures within the electric system.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate computers and software necessary to complete assignments may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.
- Thorough knowledge of equipment, facilities, materials, methods and procedures used in public electric and distribution systems; thorough knowledge of electric installation, connection and repair.
- Ability to learn and keep updated on all new safety and OSHA standards.
- Ability to guide, direct and motivate apprentice lineman; ability to operate and maintain various equipment used in electric maintenance and repair such as backhoe, dump trucks, trenchers, bucket trucks, material handlers, chipper units, digger derricks, hydraulic crimping tools; ability to organize and supervise the activities of apprentice lineman performing construction and maintenance work.

Required Education and/or Experience:

Bachelor's degree from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

Preferred Education and/or Experience:

Master's degree or equivalent; or four to five years related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

CPR / First Aid / AED training
 Confined space training
 CDL Class B Driver's License
 4 year apprenticeship program

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to high, precarious places; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.