CITY OF FOREST GROVE

WORKING FOREMAN – L&P

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES
To supervise, assign, participate in and review the work of an assigned crew responsible for the maintenance, construction and repair of the electrical distribution systems and associated facilities; to ensure work quality and adherence to established policies and procedures; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Superintendent – L&P.
Exercises functional and technical supervision over assigned construction and maintenance staff.

ESSENTIAL JOB FUNCTIONS
The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Plan, assign, supervise, participate in and review the work of an assigned crew responsible for the maintenance, construction and repair of the electrical distribution systems and associated facilities.

2. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

5. Receive work orders and other requests for electric utility maintenance; prioritize requests and secure needed materials for completing maintenance functions; schedule work crews according to maintenance and repair needs.

6. Schedule daily work activities and provide job briefings on all types of overhead and underground work to be accomplished; conduct regular inspections to ensure safe operation of the distribution system.

7. Oversee and participate in daily assignments including installing, removing and maintaining poles, cross-arms and guying equipment, installing and connecting transformers and transformer banks, installing new electric services to residential and commercial customers, installing underground electric distribution facilities, building and maintaining City-owned portions of sub-stations and related activities.

8. Read and interpret electrical system maps and drawings; review changes and provide “as built” with operations and engineering staff.

9. Monitor work sites and ensure adherence to safe work practices and procedures; respond to, and resolve, complex work related or equipment operating problems.
10. Inspect work in progress and upon completion; detect and correct inefficient utilization of workers and equipment; ensure that work conforms to specifications and is in accordance with City regulations, policies and operating procedures and practices.

11. Plan, review, arrange and perform special actions including planned outages, overhead switching system operation and related actions.

12. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; participate in annual performance evaluation process.

13. Estimate time and materials needed for assigned work orders; requisition materials, parts and supplies in accordance with established procedures; complete all time, material, service and work order sheets.

14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of an electric utility construction, maintenance and repair program.
- Modern standards, methods and procedures involved in the maintenance, construction and repair of electric distribution systems.
- Method and techniques of overhead and underground power line construction and maintenance.
- Basic electric distribution design practices and concepts as they relate to line construction and maintenance.
- Methods and techniques of conducting on-site work inspections.
- Occupational hazards and standard safety precautions.
- Operational characteristics of a variety of maintenance and repair tools and equipment used in electric distribution systems.
- Principles of lead supervision, training and performance evaluation.
- Mandated rules and regulations governing the construction, maintenance and repair of electric distribution systems.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Lead, oversee and perform a variety of duties in the construction, maintenance and repair of electric distribution systems.
- Schedule, oversee and coordinate the work of lower level staff.
- Lead, train, motivate and evaluate staff.
- Prioritize maintenance and repair requests and work orders to schedule appropriate work crews.
- Read, interpret and understand electric drawings and maps.
- Identify energized and de-energized conductors.
- Ensure adherence to established safety rules, regulations and guidelines.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**
Equivalent to completion of the twelfth grade supplemented by successful completion of an approved apprentice electrical lineman program.

**Experience:**
Three years of experience as a journeyman lineman, including one year of supervisory responsibilities.

**License or Certificate**
Possession of an appropriate, valid Class A commercial driver’s license.
Possession of an appropriate, valid journeyman lineman certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

**Environment:** Office and field environment; travel from site to site; work underground or on overhead power lines, on slippery surfaces; exposure to high voltage power lines, construction equipment, inclement weather conditions, noise, dust, and gases.

**Mobility:** Moderate or light lifting; walking, standing or sitting for prolonged periods of time; climbing power poles; operating motorized equipment and vehicles.

**Vision:** Vision sufficient to distinguish colors, read small print, and operate assigned machinery and equipment.