

City of Monett
POSITION DESCRIPTION

Monjob21

Job Title: Lineman

Department: Electric Utility Department

Salary Range: Payroll – Level 12

Immediate Supervisor: Electric Foreman

ESSENTIAL FUNCTIONS

- I. New Construction Activities..... 75% of Time
 - A. Receives notification of new projects, conducts site inspection, develops a plan including amount and type of equipment and supplies required, assuring for accuracy.
 - B. Assembles required materials, tools and equipment to start the project, assuring for thoroughness.
 - C. Begins the construction project, assuring for compliance with all applicable laws and regulations, assuring for safety and compliance with the plan specifications.
 - D. Adjustments the plan to content with unexpected obstacles, assuring for construction completion.
 - E. Takes appropriate steps to secure incomplete projects at the close of the work day, assuring for public safety and the security of the project. If required, takes steps to put the project on hold, assuring for public safety and the security of the project.
 - F. Places signs, acts as a flagman as needed, assuring for safety relating to traffic control.
 - G. Communicates with supervisor and other appropriate persons or agencies, and completes documentation of the project, assuring for accuracy.
 - H. Communicates with the public, coordinates the assignment of responsibility and liability, handles complaints, provides answers to questions, and clarifies City policies, assuring for professionalism.
 - I. Deals with the public in a professional and courteous manner.
 - J. Responds to requests by immediate supervisor in an accurate, complete, professional and timely manner.
 - K. Conducts a physical inspection of the completed project, assuring for project completion to standards of City quality. Conducts any required follow up, assuring for completeness of the project and the best possible PR for the City.

II. Repair and Maintenance of Existing Lines 10% of Time

- A. Discovers or receives notification of an outage or fault, conducts a physical inspection of the site, and identifies problem, assuring for safety. Determines City liability.
- B. Assesses need to shut off power supply with the intent to minimize affects of damage, assuring for public and employee safety, while minimizing loss of power to consumers.
- C. Secures affected area, assuring for safety. Shuts off power as needed. Notifies appropriate parties of the incident, assuring for compliance with applicable laws and regulations.
- D. Determines plan of corrective action, assuring for thoroughness. Prioritizes among multiple projects, assuring for timeliness and completion.
- E. Assembles crew members, supplies, and equipment and completes necessary repair work, assuring for safety, timeliness, and accuracy.
- F. Conducts a visual inspection to assure that meter is operational, assuring for professionalism and the best PR possible.
- G. Documents length of outage, including description of problem and corrective action taken, assuring for thoroughness and timeliness.
- H. Communicates with the public, coordinates the assignment of responsibility and liability, handles complaints, provides answers to questions, and clarifies City policies, assuring for professionalism.
- I. Coordinates and communicates with local contractors referring disputes to appropriate staff.

III. Equipment and Supply Activities 10% of Time

- A. Maintains an awareness of all needed supplies and equipment required for daily operation.
- B. Monitors daily inventory of required supplies and equipment required to operate.
- C. Notifies appropriate personnel of need to restock supplies and equipment.
- D. Maintains an awareness of the corrective and preventative maintenance procedures and schedule.
- E. Completes or delegates the maintenance of machinery and equipment, assuring for thoroughness, minimizes down time, and timeliness.
- F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- G. Deals with the public in a positive and professional manner.
- H. Operates bucket truck, loaders, back hoe and other heavy equipment as needed, assuring for safety.

- IV. Line Clearance and Misc. Activities 5% of Time
- A. Monitors and maintains an awareness of changing environment, assuring for safety.
 - B. Acts as an electrician on projects as needed, assuring for safety and thoroughness.
 - C. Completes site preparation, forms and pours concrete according to MODOT specifications, assuring for safety and thoroughness.
 - D. Assists industrial customers in troubleshooting internal electrical problems.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Extreme exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.

- ◆ Above normal physical strength to handle 80 lb. objects, considering
- ◆ Above normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school or equivalent and completion of 7 year electrical apprentice program.
- ◆ Valid Drivers license CDL Class B with air break endorsement.
- ◆ Five years or more experience in the electrical distribution area.
- ◆ Experience with heavy equipment

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

