

City of Monett
POSITION DESCRIPTION

Monnjob6

Job Title: Fiber Tech/Lineman/Meter Reader 2

Department: Utilities Department

Salary Range: Payroll – Level 8

Immediate Supervisor: Electric Foreman

ESSENTIAL FUNCTIONS

I. Construction & Troubleshooting Activities..... 30% of Time

- A. Maintains an awareness of the various processes associated with installing fiber optic cable.
- B. Designs the plan and map routes for the installation of fiber optic cable.
- C. Determines and assembles the required equipment and supplies needed to complete the project.
- D. Installs the cable, assuring for safety and compliance with the plan.
- E. Makes adjustments to the plan to account for unforeseen obstacles, assuring for safety.
- F. Completes all required documentation and paperwork, assuring for thoroughness.
- G. Completes all required maintenance and upkeep on existing lines. Completes the individual taps/drops as needed, assuring for safety and the best PR for the City.
- H. Provides troubleshooting and problem solving and maintains the City phone system and light electrical projects as assigned, assuring for safety and professionalism.
- I. Splices and maintains fiber optic cable as needed.

II. Meter Reading Activities 20% of Time

- A. Obtains the hand held computer for recording readings and commutes to assigned routes. Obtains necessary information, assuring for safety, accuracy, the best PR for the city, and completion of assigned quotas.
- B. Monitors the status of the equipment and alerts the home owner or city department that repairs are needed.

- C. Returns computer to city hall for download and reload for following day, assuring for accuracy.

III. Splicing Activities..... 20% of Time

- A. Maintains a working knowledge and understanding of the equipment needed and procedures to be followed.
- B. Operates splicing equipment, assuring for safety and accuracy.

IV. Lineman Related Activities..... 20% of Time

- A. Receives notification of a new project. Observes the linemen conduct a site inspection, develops a plan including the amount of equipment and supplies required, assuring for accuracy.
- B. Assist in assembling 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 for compliance with the plan specifications.
- D. Assists with taking appropriate steps to secure incomplete projects at the close of the work day, assuring for public safety and the security of the project. Takes steps to put the project on hold if required, assuring for public safety and the security of the project.
- E. Places signs and acts as a flagman as needed, assuring for safety relating to traffic control.
- F. Deals with the public in a professional, courteous and manner.
- G. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- H. Observes others or assists in conducting a physical inspection of the completed project to assure that the project was completed to standards of City quality.

V. Repair and Maintenance of Existing line Activities 10% of Time

- A. Receives notification of an outage or fault, observes linemen conduct a physical inspection of the site, making an identification of the problem, assuring for safety.
- B. Assists in securing the area, assuring for safety. Shuts off power as needed. Notifies appropriate parties of the incident and the need to shut off power if required, assuring for compliance with laws and regulations.

- C. Assists with suggesting the plan of corrective action, assuring for thoroughness. Priorities between multiple projects.
- D. Assists with completing the necessary repair work, assuring for safety, timeliness, and accuracy.
- E. Conducts a visual inspection to assure that the meter is operational, assuring for professionalism and the best PR possible.

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

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

- ◆ 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 diploma or equivalent.
- ◆ Ability to obtain CDL (Commercial Drivers License) and a valid drivers license.

MENTAL EFFORT

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