



JOB DESCRIPTION

Title: Electric Distribution Foreman
Department: Electric
Reports to: Electric Superintendent
Pay Grade: 76
Date Adopted: August 2, 2021
Previous Revision Date:
Last Revision Date: N/A

Type: ☒ Full Time
☐ Part Time
FLSA: ☐ Exempt ☐ Salary
☒ Non Exempt ☒ Hourly
Union: ☒ Yes
☐ No

Job Summary:

Oversee the constructing, maintaining, and repairing electrical distribution equipment. May fill in as the Electric Substation/Transmission Foreman in his/her absence. May serve as the Electric Superintendent in his/her absence.

Essential Functions:

1. Perform essential functions of the Journeyman Lineman job description.
2. Supervise Journeyman Lineman and helpers in the construction and maintenance of overhead and underground power lines and equipment, involving voltages up to 34,500 volts, including service drops and meters, digging holes, setting poles, installing pole cross arms and fixtures, stringing wire, installing transformers, street lighting, street light controls, and meter equipment.
3. Oversee and participate in the installation, maintenance, and repair of overhead and underground power lines and related electrical components. Operate line truck, bucket truck, backhoe, and other equipment.
4. Assist Electric Superintendent in planning work assignments. Supervise and delegate work assignments. Provide training for new employees. Review line crew job performance. May participate in the selection of staff.
5. Coordinate work with other utilities or agencies.
6. Maintain work and property records and coordinate with Electric Substation/Transmission Foreman for work needed in substation and transmission areas.

7. Ensure mapping is completed for all new installations.
8. Oversee the methods used by Journeyman Lineman to ensure their safety and ensure that protective devices and equipment are used where indicated. Ensure that equipment is properly maintained. Advise Electric Superintendent of equipment malfunctions.
9. Ensure that the proper materials are in stock to perform job assignments. Assist in monitoring inventory of materials and equipment. Inspect machinery and equipment to ensure proper functioning for job performance.
10. Provide assistance during electrical outages. Work to correct outage problems and restore electric power.
11. Assist other departments during times of emergencies or when requested, trim trees, plow snow, wire structures, etc.
12. May fill in for the Substation/Transmission Foreman in his/her absence.
13. Perform the duties of the Electric Superintendent in his/her absence.
14. Attend conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to marketing operations. Stay abreast of new trends and developments in the field.
15. Establish a working relationship with Environmental Protection Agency (EPA) representatives and maintain compliance with local, state, and federal regulations.
16. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
17. Employee must be able to be "on-call".
18. May be required to work extended hours during natural disasters, declared disasters, and similar events.
19. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
20. Keep confidential information confidential.
21. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

22. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 23. Perform other work which is consistent with the essential functions of the job.
 24. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class A commercial driver's license (CDL) within sixty (60) calendar days from date of hire required.

Possession of a first class line workers license or certification required.

Vocational courses covering electricity, meters, oil circuit breakers, transformers, and related equipment preferred.

Possession of, or ability to obtain, valid certification in cardio-pulmonary resuscitation and first aid within six (6) months from date of hire preferred.

Experience:

Three (3) years experience working in a municipal electric department, public power district, etc., with thorough experience in electrical distribution maintenance work, or equivalent experience preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Ability to read and comprehend.
 7. Ability to prioritize work.
 8. Operation of heavy and light construction equipment.
 9. Ability to facilitate meetings.
 10. Good computer application skills.
 11. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
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Mental Requirements:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.

4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Diplomacy and judgement.
 12. Logical reasoning.
 13. Ability to adapt to changing environment.
 14. Concentration.
 15. Ability to analyze problems and recommend possible solutions.
 16. Ability to read and interpret blueprints and write specifications.
 17. Ability to train and guide others.
 18. Knowledge of the physical layout of the Department's service area, including street locations.
 19. Ability to take on a leadership role.
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Physical Requirements:

1. Ability in climbing poles and working at extended heights.
 2. Ability to perform pole top rescue annually.
 3. Ability to crawl, run, climb, bend, stoop, twist, reach, contort, and lift up to 100 pounds.
 4. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
 5. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 6. Ability to withstand extreme weather conditions.
 7. Exposure to vibrations.
 8. Ability to transverse rough terrain on foot.
 9. Ability to work with exposure to noise.
 10. Ability to distinguish among colors.
 11. Ability to drive city vehicle.
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Supervisory Responsibility (Direct and Indirect):

Direct Apprentice Lineman
 Journeyman Lineman

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

8-2-21

Date