



JOB DESCRIPTION

Title: Electric Substation/Transmission 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 of substation and transmission equipment. May fill in as the Electric Distribution 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 and perform work involving all electronics and electric controls, including the operation and maintenance of substations and Supervisory Control and Data Acquisition (SCADA) systems.
3. Oversee and participate in the maintenance, repair, replacement, and programming of traffic control equipment. 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 Electronics Technician and line crew job performance. May participate in the selection of staff.
5. Direct and perform work load for Electronics Technicians and line crews during substation maintenance and repair operations. Direct and perform repairs to substation Programmable Logic Controller (PLC), and upgrades and repairs to computer systems and networks.
6. Coordinate work with other utilities or agencies.
7. Work directly with the Electrical Engineer in the design of new substation and transmission facilities, including substation layout, transmission routing, and equipment specifications.

8. Work directly with Electric Distribution Foreman to schedule crews for installation, maintenance, and repair of substation and transmission equipment.
9. Oversee the methods used by Electronics Technicians 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.
10. Direct the purchase of proper metering equipment, protective relaying equipment, and computer equipment for the substation and transmission system. Assist in monitoring inventory of materials and equipment. Inspect machinery and equipment to ensure proper functioning for job performance.
11. Provide assistance during electrical outages. Work to correct outage problems and restore electric power.
12. Assist other departments during times of emergencies or when requested, trim trees, plow snow, wire structures, etc.
13. May fill in for the Electric Distribution Foreman in his/her absence.
14. Perform the duties of the Electric Superintendent in his/her absence.
15. 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.
16. Establish a working relationship with Environmental Protection Agency (EPA) representatives and maintain compliance with local, state, and federal regulations.
17. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
18. Employee must be able to be "on-call".
19. May be required to work extended hours during natural disasters, declared disasters, and similar events.
20. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
21. Keep confidential information confidential.
22. 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.

23. 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.
 24. Perform other work which is consistent with the essential functions of the job.
 25. 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, substation and transmission systems, and related equipment preferred.

Associates Degree in electronics 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:

Four (4) years experience working in a municipal electric department, public power district, etc., with thorough experience in electronic, substation, and transmission systems 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 Electrical Engineer
 Electronics Technician

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