

# City and Borough Sitka, Alaska

## Class Specification

|                                           |                                 |
|-------------------------------------------|---------------------------------|
| <b>Class Title</b>                        | <b>Electric General Foreman</b> |
| <b>Class Code Number</b>                  | 4065                            |
| <b>FLSA Designation</b>                   | <b>Non - exempt</b>             |
| <b>Pay Grade/Bargaining Unit Contract</b> | IBEW                            |
| <b>Effective Date</b>                     | <b>September 2010</b>           |

### General Statement of Duties

Plans, organizes, directs and supervises the work performed by the electric line crews and electric materials specialist, including working with customers, contractors and government agencies to plan and schedule line work and service installations, receive and respond to service complaints; performs related work including working with the tools as a Lineman.

### Distinguishing Features of the Class

The principal function of an employee in this class is to manage and direct the electric line crews to insure prompt service and reliable power. The work is performed under the direct supervision of the Transmission and Distribution Engineer, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Line Crew Foreman, Linemen, Apprentice Linemen and Materials Specialist. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, other utilities, contractors, consultants and the public. The principal duties of this class are performed in a variety of work environments including a general office environment, a power plant environment and an outdoor environment, which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

### Examples of Essential Work (Illustrative Only)

- Supervises and schedules work of the line crew and materials specialist.
- Establishes and maintains the on-call duty schedule for line workers to ensure the electric system is manned 24 hours a day seven days a week to respond to power

outages.

- Is on-call as required by the on-call duty schedule to respond to power outages and work with the tools as a lineman.
- Supervises or coordinates switching procedures during power outages and emergencies;
- Processes requests for electric service installations, meet with customers, plan the work required to extend the electric system to serve new customers, obtain the necessary easements and permits, prepare cost estimates, order materials, schedule the work and follow-up to ensure the work is done on time and on budget.
- Receive and investigate trouble calls, follow-up to ensure the affected customers are kept informed and that the reported trouble is resolved.
- Inspects transmission and distribution equipment including warehousing for proper operation, maintenance and repair;
- Inspects and assigns maintenance on transmission and distribution facilities and equipment;
- Works with the tools as a Line Worker as a member of the line crew on an as needed basis.
- Provides regular safety training for line crews;
- Supervises the inventory of electric materials as needed by the electric system, initiates purchase of materials, issues materials and conducts an annual inventory to account for the electric materials;
- Schedules the electrical transmission and distribution equipment for maintenance;
- Requisitions supplies and materials, maintaining accurate cost data;
- Establishes and administers safety and training programs for the Line Crews.
- Supervises the preparation of routine reports and records on operations and maintenance including Federal and State reports and those of other governing bodies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of the theory, principles and practices of electrical and mechanical equipment operation;
- Thorough knowledge of high voltage electrical circuits and equipment mechanisms and operations;
- Thorough knowledge of the occupational hazards of working with high and low voltage electrical equipment and necessary safety precautions;
- Thorough knowledge of the overall electrical system and its operations;
- Thorough knowledge of the switching procedures to restore power;
- Good knowledge of the operation, uses, materials, methods and equipment used in the operation and maintenance of power equipment;
- Good knowledge of computer spread sheet and word processing, database applications currently in use in the department;
- Good knowledge of the application and testing procedures of electrical test equipment;
- Skill in the maintenance, repair and operation of electrical and mechanical equipment;
- Ability to estimate the required amount of equipment and supplies necessary to maintain the electrical system;
- Ability to perform emergency call out services;
- Ability to read and interpret electrical and mechanical blueprints and drawings;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Extensive experience in electric transmission and distribution system operations and maintenance and electric power line crew supervisory experience.

**Required Special Qualifications**

- Possession of a commercial driver's license issued by the State of Alaska;
- Possession of a certificate of fitness as a Journeyman Line Worker issued by the State of Alaska.
- Possession of First Aid and C.P.R. Certification.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to hear specific equipment functioning in a noisy environment and to communicate well with other employees, contractors and the general public;
- Sufficient vision or other powers of observation, with or without correction, which permits the employee to produce a variety of reports and related materials and to observe small dials, and numeric displays;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb utility poles, work in underground vaults, and access a diversity of workspaces.
- Sufficient personal mobility and physical reflexes, which permits the employee to hike and climb mountainous terrain to inspect and work on transmission and distribution facilities in remote locations.

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