



CITY OF CRETE ELECTRIC LINEMAN I

Job Status: Non-Exempt; Full-time

Reports to: Electric Superintendent, Electric Line Foreman and Public Works Director

Supervisory Responsibilities: None

I. GENERAL FUNCTIONS

Organize and implement all aspects of direct work on the City electrical distribution system. Full-time, hourly position (subject to on-call status).

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Effectively participate in making underground repairs, installations, and removal of the electrical distribution system (operating trencher and backhoe, operate jackhammer and horizontal earth boring machine, operate hand and power tools, driving City trucks, pouring concrete, etc.)
2. Efficiently participate in making overhead repairs, installations and removal of the electrical distribution system (operating bucket and digger trucks, operating machinery and heavy equipment, operating hand and power tools, climbing poles, hoisting up equipment and materials, setting poles, operating earth tamper, etc.)
3. Actively participate in making repairs, installations, and removal of city building electrical systems (operating machinery and equipment, operating hand and power tools, running and pulling electrical service, performing all changeovers and repairs within City Code guidelines, etc.)
4. Properly install and hook-up new meter service following a one-line schematic drawing.
5. Accurately read City electrical meters (getting to meter sites, reading dial-type usage indicators, accurately recording usage readouts, inspecting service hardware, detecting malfunctions and discrepancies, etc.)
6. Effectively repair, install, and removal of City street lights, ball-field lights, and traffic signals (inspecting and testing lighting systems and taking appropriate corrective actions, installing and discontinuing lighting systems as directed, operating vehicles and machinery, operating hand and power tools, etc.)
7. Effectively perform City tree trimming responsibilities (removing unwanted growth using City vehicles/chain saws/hand saws/ nippers, loading materials into trucks, operating wood chipper, hauling chips to determined destinations, etc.)
8. Effectively perform routine maintenance on Electric Department facilities, equipment,

machinery, and vehicles (maintaining a service-log on assigned vehicles and tools, changing oil/filters/light bulbs as required, visually conducting visual inspections to determine needed repairs, sweeping/cleaning/ and washing property as scheduled and needed, participating in taking inventory, etc.)

9. Effectively assist Water and Street Departments as needed.
10. Effectively respond to other assignments from the Electric Line Superintendent and Public Works Director.

III. OTHER NON-ESSENTIAL DUTIES

1. Other duties as assigned.

IV. DESIRED KNOWLEDGE, SKILLS, ABILITIES

1. Working knowledge of modern electrical distribution system theories, practices, and procedures.
2. Working knowledge of overhead and underground supply theories, practices, and procedures.
3. Ability to read and work from schematics and written orders.
4. Ability to accurately make decisions from processing mathematical formulas.
5. Ability to make decisions from conducting analyses.
6. Ability to work outside in all weather conditions.
7. Knowledge of, skill in, and ability in operating high voltage line tools, equipment, and machinery.
8. Ability to physically perform all tasks associated with this position.
9. Ability to effectively work with and manage people of all ages and backgrounds.
10. Ability to communicate effectively, orally and in writing, in diverse situations.

V. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions, who have successfully fulfilled an electrical line apprenticeship program with the City of Crete, or to job applicants documenting successful experience in like or similar positions, who have completed a high-voltage electrical line training program, who successfully pass a City of Crete Journeyman's test, and who currently hold a valid CDL driver's license.

VI. MINIMUM QUALIFICATIONS

1. Must have high school diploma or GED.
2. Possess a valid Commercial driver's license.
3. Must be at least 18 years of age.
4. Must be able to legally work in the U.S.
5. Must be able to read and write, fluently, in English
6. Must reside within 20 minutes of Crete, NE within one year of employment.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

Heavy work classification (as described by ADA) for the duties and responsibilities associated with this position.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date