

City of Commerce, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Electric Distribution Supervisor

Department: Electric

Pay Grade: 113

FLSA Status: Exempt

JOB SUMMARY

This position is responsible for leading a crew in the installation, maintenance, alteration, and repair of overhead electrical lines, underground cables, electrical substations, and related electrical distribution equipment.

ESSENTIAL JOB FUNCTIONS

- Assists in performing customer relation duties; responds to customer complaints and questions.
- Assists in training new personnel.
- Assists with designing new plans and layouts.
- Connects new services for residential and commercial customers; cuts off services as directed.
- Coordinates and participates in installing, constructing, maintaining, altering, and repairing overhead electrical lines, underground cables, transformers, and related electrical distribution equipment
- Designs new fiber optic routes; splices fiber optic cables; tests and trouble shoots fiber optic cables.
- Drives and operates a bucket truck, line truck, and various digging equipment; stocks service truck; assists in maintaining and cleaning department equipment and vehicles.
- Ensures department vehicles and equipment are maintained and serviced properly.
- Ensures the work of department personnel adheres to safety regulations and department policies and procedures.
- Installs and maintains street and security lights.
- Installs, maintains, and repairs switching stations, transformers, and materials.
- Monitors the work of contractors to ensure the work complies with plans and is performed in a timely manner.
- Monitors, inspects, and participates in field work; ensures work is performed efficiently and in compliance with procedures.
- Performs electrical system maintenance tasks such as changing old powerline poles, replacing equipment, and reconducting insulators and conductors.
- Performs or schedules required repairs.

- Reads and interprets maps, specifications, and staking sheets to accurately place and locate electrical lines and equipment.
- Serves as department head in the absence of the Superintendent.
- Troubleshoots and investigates power outages and electrical distribution problems;
- Performs other related duties as assigned.

QUALIFICATIONS

Minimum Education and Experience:

High School diploma or equivalent and ten (10) years of related experience, or equivalent combination of education and experience.

Required Licenses or Certifications:

Possession of or the ability to obtain within ninety (90) days of employment a Commercial Driver's License (CDL) Class A issued by the State of Georgia for the type of vehicle or equipment operated.

Possession of or ability to readily obtain a valid State of Georgia Electrical Class II Unrestricted License. Certified Fiber Optic Splicer.

Additional Requirements:

None

Knowledge, Skills and Abilities:

- Knowledge of the City's electrical distribution, lighting, and traffic light systems.
- Knowledge of electrical construction, maintenance, and repair practices and procedures.
- Knowledge of the safety procedures of the electrical trade.
- Knowledge of the geography and street system of the City.
- Knowledge of the locations of all electrical systems and components.
- Skill in the use of tools and equipment such as chain saws, boring rigs, and trenches.
- Skill in working with energized high-voltage electrical lines.
- Skill in operating a bucket truck, aerial lift, wire string equipment, hydraulic tamper, cable locating equipment, backhoe, and line truck.
- Skill in climbing utility poles.
- Skill in utilizing various electrical meters and testing equipment.
- Skill in oral and written communication.

PHYSICAL DEMANDS

Must typically perform work while sitting, standing, walking, crouching, stooping, or bending. The employee frequently lifts heavy objects, climbs poles and ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT

Work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, high voltage electricity, and occasional inclement weather. The work requires the use of protective devices such as gloves, overshoes, hard hats, and safety harnesses.

The City of Commerce has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date